



**NORTH CAROLINA**  
Department of Transportation

# 2023 Powell Bill Annual Training

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May 9, 2023 & May 23, 2023

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

# Online Meeting Guidelines

Thank you for joining us on MS Teams

- Everyone should remain on mute
- Please post questions/comments in the chat
- We will pause periodically to respond to questions



# Overview of the Program

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## Purpose of Funding

- Powell Bill allocations are made to incorporated municipalities which establish their eligibility and qualify per NCGS § 136-41.1 through 136-41.4
- Use of Funds:
  - PRIMARILY for the resurfacing of streets
  - Maintaining, repairing, constructing, reconstructing, or widening of any street / public thoroughfare including bridges, drainage, curb and gutter, and other necessary appurtenances **within the corporate limits** of the municipality
  - Cost of assessments levied for such purposes
  - Planning, construction and maintenance of bikeways, greenways or sidewalks

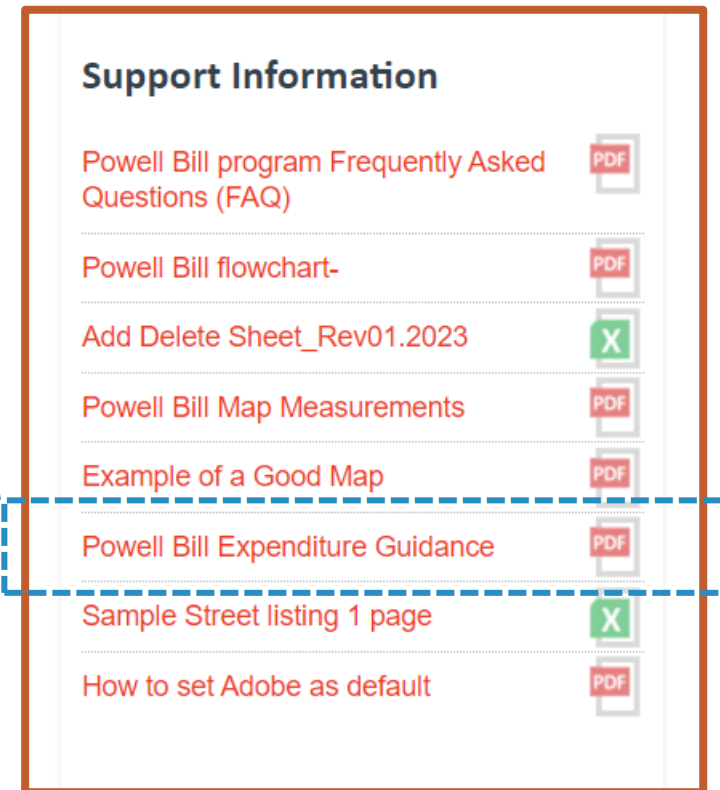
## Questions About Uses of Funds?

Go to the Powell Bill Website to review the Expenditure Guidance:

<https://connect.ncdot.gov/municipalities/State-Street-Aid/>

Still not sure, consult:

- Your municipality's attorney or auditor
- The North Carolina League of Municipalities' attorneys
- Powell Bill Program Unit



## Allocation Formula – NCGS 136-41.1(a)

Population



75%



Certified Mileage



25%

Example from the 2022/2023 Powell Bill Fund:

(excluding municipalities with population < 400,000)

- Population (75%):  $\$ 100,538,249.28 \div 4,635,538 \text{ people} = \underline{\$ 21.69 \text{ per capita}}$
- Mileage (25%):  $\$ 3,512,749.76 \div 20,005.93 \text{ miles} = \underline{\$ 1,675.14 \text{ per mile}}$

## House Bill 259 – Proposed

<https://www.ncleg.gov/BillLookUp/2023/hb259>

# Has NOT Passed



Short Title: 2023 Appropriations Act.

(Public)

AN ACT TO MAKE BASE BUDGET APPROPRIATIONS FOR CURRENT OPERATIONS OF STATE AGENCIES, DEPARTMENTS, AND INSTITUTIONS.

### CURRENT OPERATIONS AND EXPANSION/HIGHWAY FUND

**SECTION 3.1.** Appropriations from the State Highway Fund for the maintenance and operation of the Department of Transportation and for other purposes as enumerated are made for the fiscal biennium ending June 30, 2025, according to the following schedule:

**Highway Fund**

**FY 2023-24**

**FY 2024-25**

**Aid to Municipalities**

**170,375,000**

**185,875,000**

## House Bill 259 – Proposed (cont.)

<https://www.ncleg.gov/BillLookUp/2023/hb259>

# Has NOT Passed



Short Title: 2023 Appropriations Act.

(Public)

### POWELL BILL FUNDS

**SECTION 41.5.** For the 2023-2025 fiscal biennium:

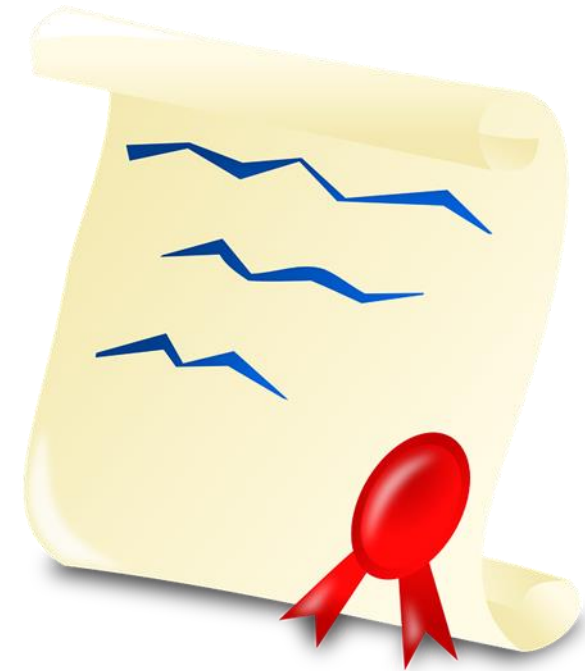
- (1) The Department of Transportation shall not reduce the funds appropriated under this act to the State Aid – Powell Bill Fund for allocation under the Powell Bill (G.S. 136-41.1 through G.S. 136-41.4).
- (2) Notwithstanding G.S. 136-41.1(a), eligible municipalities with a population of 400,000 or more shall receive the same amount of Powell Bill Program funds allocated for the 2020-2021 fiscal year. The remaining Powell Bill Program funds shall be allocated to municipalities with a population of less than 400,000 in accordance with the requirements of G.S. 136-41.1(a).



# Qualification Requirements

Incorporated Before January 1, 1945

- Has conducted municipal elections within the last 4 years
- Currently imposes an ad valorem tax or provides other funds for general operating expenses



# Qualification Requirements

Incorporated Between January 1, 1945 and December 31, 1999

- Has conducted municipal elections required by charter/general law
- Levied at least 5¢ per \$100 valuation of all taxable property within corporate limits and has collected at least 50% of the ad valorem tax levied from the preceding fiscal year
- Provides at least 2 of these municipal services:
  - Water Distribution
  - Sewage Collection or Disposal
  - Police Protection
  - Street Maintenance, Construction, or Right-of-way Acquisition
  - Fire Protection
  - Street Lighting
  - Garbage And Refuse Collection or Disposal

# Qualification Requirements

Incorporated After January 1, 2000

- Has conducted municipal elections required by charter/general law
- Levied at least 5¢ per \$100 valuation of all taxable property within corporate limits and has collected at least 50% of the ad valorem tax levied from the preceding fiscal year
- Provides at least 4 of these municipal services:
  - Police Protection
  - Fire Protection
  - Solid Waste Collection or Disposal
  - Water Distribution
  - Street Construction or Right-of-way Acquisition
  - Street Maintenance
  - Street Lighting
  - Zoning

# Official NCDOT Policy/SOP

State Street-Aid (Powell Bill) Program

connect.ncdot.gov/municipalities/State-Street-Aid/Pages/default.aspx

Connect NCDOT  
BUSINESS PARTNER RESOURCES

Home Help Site Map

Doing Business Bidding & Letting Projects Resources **Local Governments** Search...

Bridge Reuse Interagency Leadership Local Projects Planning School Transportation State Airport Aid **State Street-Aid (Powell Bill)** Utilities

### State Street-Aid (Powell Bill) Program

Powell Bill allocations are made to incorporated municipalities which establish their eligibility and qualify per North Carolina General Statute 136-41.1 through 136-41.4.

Connect NCDOT Local Governments State Street-Aid (Powell Bill)

#### Powell Bill Program (STATE AID TO MUNICIPALITIES)

**The 2022 Powell Bill Program will begin on July 1, 2022 - July 21, 2022.**

NCDIT has implemented a new log on requirement for the Powell Bill reporting system (PBRS) users. All PBRS users will be required to have a NCID log in set up in order to be able to log into the PBRS. Please see the instructions under the Powell Bill Reporting System heading on this webpage.

Once you log in, keep in mind you won't be able to do anything until July 1, the opening date for Powell Bill.




#### NCDOT Policy/SOP

- [Powell Bill Policy](#) PDF
- [SOP Processing of Powell Bill Certified Statement Final](#) PDF
- [SOP Processing of Powell Bill Expenditure Report Final](#) PDF
- [SOP Processing of Powell Bill Fiscal Data Report Final](#) PDF

<https://connect.ncdot.gov/municipalities/State-Street-Aid/>

## Powell Bill Deadlines

### IMPORTANT DATES TO REMEMBER

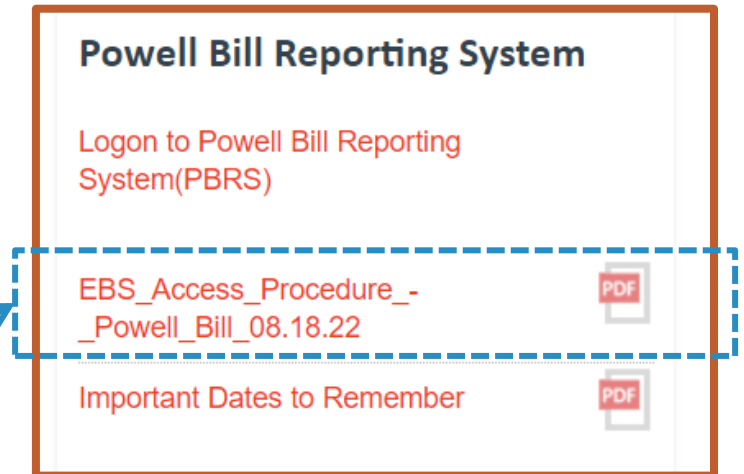
<p>Certified Statement, street listing, certified Powell Bill map, and add/delete sheet (if applicable)</p> 	<p>Powell Bill Expenditures Report is statutorily due</p> 	<p>Municipal Street Fiscal Data Report is due</p> 
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**\*\* Your municipality will be disqualified from the Powell Bill Program if all required documentation is not received prior to the disbursement of the allocation \*\***

# Powell Bill Reporting System

## North Carolina Identity Management (NCID)

- An NCID is required to log into the Powell Bill Reporting System (PBRs)
- Current PBRs Users:
  - Existing NCID was linked with EBS account
- New PBRs Users:
  - Municipal Employees: Contact the Designated Administrator
  - Contract Workers: Go to Set up Individual Accounts
- Instructions on our website:  
<https://connect.ncdot.gov/municipalities/State-Street-Aid/>



# Powell Bill Reporting System

- Once NCID is active, complete PBRS Access Authorization form
- Email to Powell Bill Unit for processing  
[NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov)

\*Business Partner #: \_\_\_\_\_  
Powell Bill Office Use Only

## Powell Bill Reporting System Access Authorization

The Powell Bill reporting system (PBRS) is used to complete a variety of work such as submitting the Certified Statement, Street Listing, digital map, the Expenditure Report, and Fiscal Data Report.

**To be granted access to the system, you must first have an active NCID log in or account. A separate NCID is required for each individual user and sharing an account is prohibited.**

Once the NCID is obtained, this completed form should be emailed to the Powell Bill Unit at [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov) for processing. *Please ensure that you fill in all of the blanks below, if field is not applicable, please enter N/A.*

**Section 1 – User Information (as it appears on NCID)**

NCID: \_\_\_\_\_

First Name: \_\_\_\_\_ MI (optional): \_\_\_\_\_ Last Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_

Are you a primary Powell Bill contact person for the municipality? ☐ Yes ☐ No

**Your request will be rejected if:**

- ✓ Your NCID does not exist or is mistyped.
- ✓ Your First Name, Middle Initial, and/or Last Name do not match the information on your NCID exactly.

**Do not create a new NCID, for an additional business or organization.**

- ✓ Enter your existing NCID.

**Section 2 – Job Function Permissions (select one )**

☐ **Display ONLY** – (Z:GM\_PB\_SR\_DISPLAY\_ALL\_COMP)

☐ Display/Create/Submit/Change – Certified Statement (Agreement) – (Z:GM\_PB\_SR\_AGREEMENT\_COMP)

☐ Display/Create/Submit/Change – Powell Bill Expenditure or Fiscal Data Report (Change Request) – (Z:GM\_PB\_SR\_MUN\_FISCAL\_RPT\_COMP)

☐ Display/Create/Submit/Change – **ALL** – (Z:GM\_PB\_SR\_AGREE\_MUN\_FL\_COMP) & (CRM Business Role for all= ZPOWAP)

**Section 3 – Municipality Information**

Municipality: \_\_\_\_\_

Municipality Mailing Address: \_\_\_\_\_

Municipality Telephone: \_\_\_\_\_ Municipality Email: \_\_\_\_\_

Mayor's Name: \_\_\_\_\_ Clerk/Administrator's Name: \_\_\_\_\_

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☐ I certify the information above is accurate and I am the authorized person to perform the duties listed.

Applicant's Name (Please print): \_\_\_\_\_

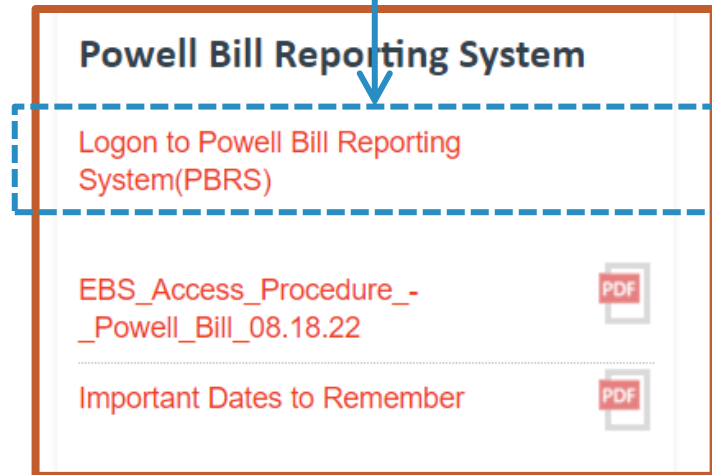
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Official Signature (Usually the Mayor): \_\_\_\_\_

Rev 042922

## Powell Bill Reporting System

- Enterprise Business Services
  - [www.ebs.nc.gov](http://www.ebs.nc.gov)
- Link on our website
  - <https://connect.ncdot.gov/municipalities/State-Street-Aid/>



Enterprise Business Services

User \*

Password \*

Passwords are case sensitive

Log On

[Login Help](#) \* [Browser Support](#)

## PBRS is a Secured System

NCID and password are required for access

**DO NOT SHARE ACCOUNTS**



# Certified Statement

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## Certified Statement

### Purpose:

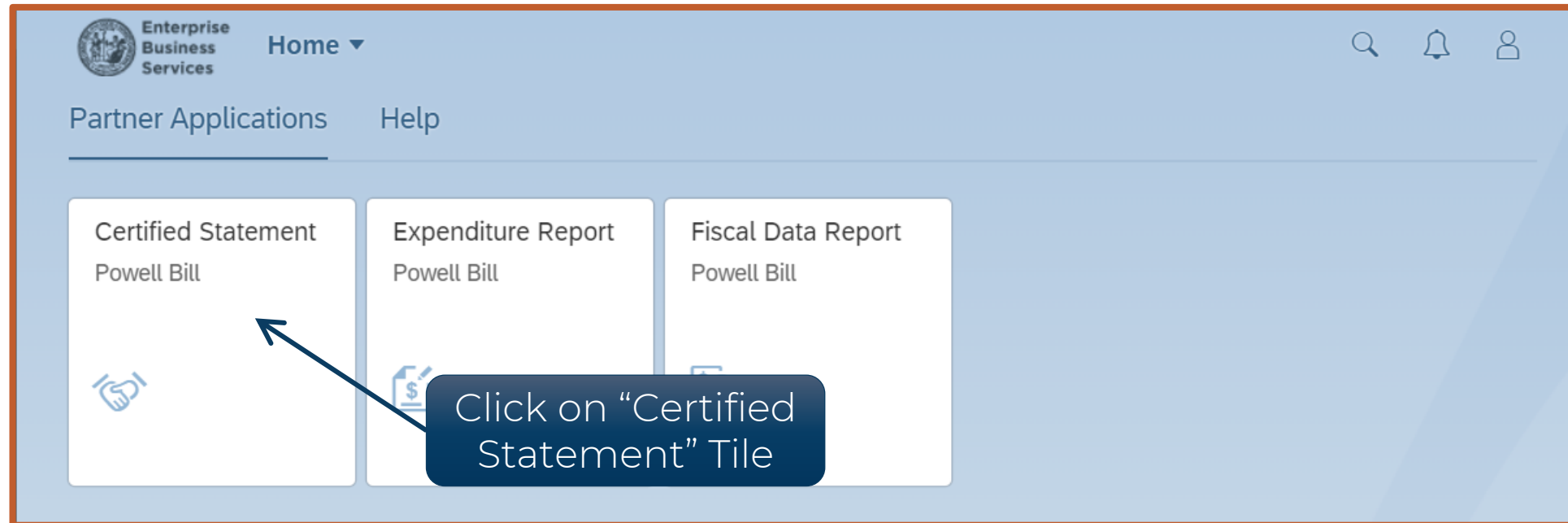
The municipality attests that they qualify to receive Powell Bill funds as well as certifies their street mileage

### How to:

- Complete
- Print & Sign
- Attach (with supporting documents)
- Submit

Due by July 21<sup>st</sup>

## Access Certified Statement



After logging in, click on the “Certified Statement” tile to see the Certified Statement

## Access Certified Statement

The screenshot displays the 'PowellBill Certified Statement' interface. At the top, there is a header bar with the 'Enterprise Business Services' logo and a search, notification, and user profile icon. Below the header, the page is divided into two main sections: 'Current Year's Agreements' and 'Past Year's Agreements'. Each section contains a table with columns for Agreement, Grantee Name, Program Name, and Status. In the 'Current Year's Agreements' table, the first row (Agreement 2000000023) is highlighted, and a callout box labeled 'Created Status' points to its 'Created' status. In the 'Past Year's Agreements' table, the first row (Agreement 2000000022) is highlighted, and a callout box labeled 'Select the current year's agreement' points to it.

Enterprise Business Services PowellBill Certified Statement

Current Year's Agreements

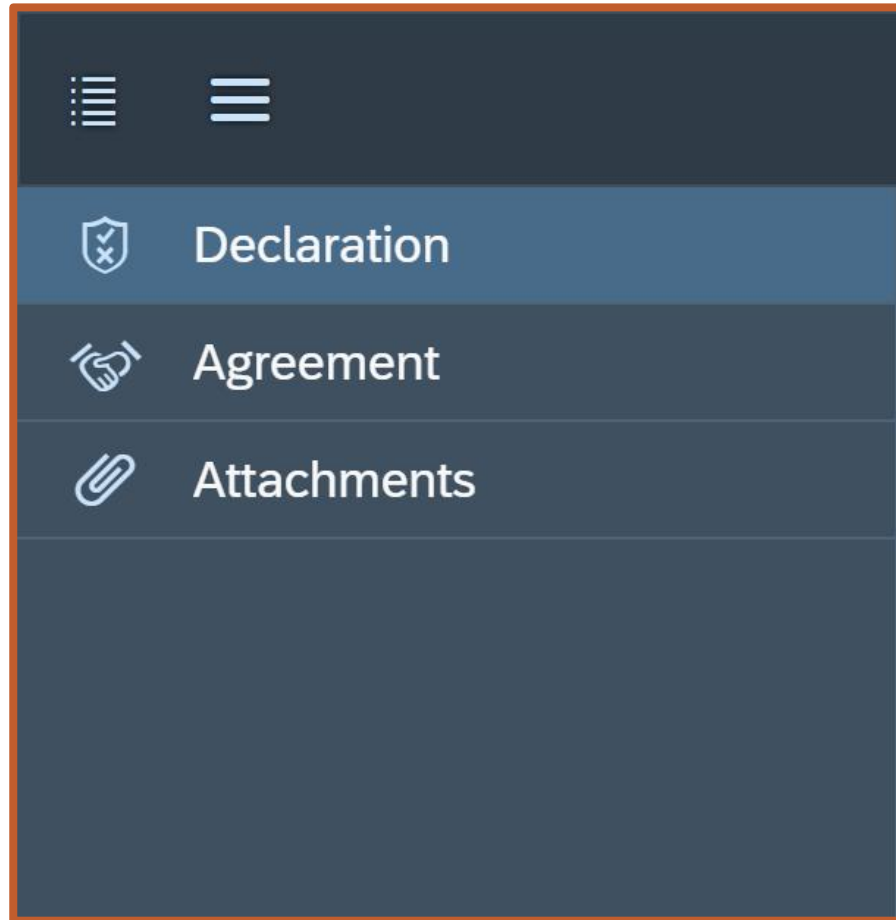
Agreement	Grantee Name	Program Name	Status
2000000023	TOWN OF _____	POWELLBILL_2023	Created

Past Year's Agreements

Agreement	Grantee Name	Program Name	Status
2000000022	TOWN OF _____	POWELLBILL_2022	L2-Approved-Auto
2000000021	TOWN OF _____	POWELLBILL_2021	L2-Approved-Auto
2000000020	TOWN OF _____	POWELLBILL_2020	L2-Approved-Auto
2000000019	TOWN OF _____	POWELLBILL_2019	L2-Approved-Auto

Select the agreement under “Current Year’s Agreements”  
to open the Certified Statement

## Certified Statement



- Three Screens:
  - Declaration
  - Agreement
  - Attachments

## Certified Statement – Declaration

The screenshot shows a web application interface for the Powell Bill Declaration. On the left is a dark sidebar with three menu items: 'Declaration' (selected), 'Agreement', and 'Attachments'. The main content area has a top header with a user ID '2000000023' and a 'Help' link. The form is divided into several sections, each with a title and a list of bullet points. The sections are: 'Last Request Due April 30th of each year:', 'Powell Bill Allocation Disbursement', 'Access to the PBRS', 'Discontinuing Powell Bill Participation', and 'Signature'. The 'Signature' section includes a checkbox for agreement, a 'Name:' label with a text input field containing 'Jane Powell', a 'Date:' label with a date input field showing '7/1/23', and a calendar icon. At the bottom right of the form are three buttons: 'Back', 'Save', and 'Next'.

2000000023 Help

**Declaration**

Agreement

Attachments

**Last Request Due April 30th of each year:**

- In accordance with NCGS §136-41.3(c), NCDOT policy states that a participant may qualify to accumulate up to the sum of the past 20 allocations if the population is less than 5,000 people. To be granted this extension before July 1st (start of new Program year), a written request must be submitted by April 30th each year.
- If the population exceeds 5,000 people, the municipality will be given notice that they no longer qualify for the allocation accumulation extension and the accumulation limit will be reduced back to 10 allocations beginning the next Program year. This gives the municipality two Program years to spend any funds over the 10 allocations limit to avoid having a possible excess balance

**Powell Bill Allocation Disbursement**

- All Powell Bill funds will be distributed using direct deposit, through an electronic funds transfer system called Automated Clearing House (ACH).
- Funds will be released by NCDOT Fiscal by October 1st and January 1st each year, as required by North Carolina statute.

**Access to the PBRS**

- A new user must have an NCID log on/account before completing a PBRS Access Authorization Form. Once the NCID access has been established, a PBRS Access Authorization form can be completed with the user information as it appears in NCID. To obtain a NCID please refer to the instructions that are on the Powell Bill website.
- All users must have their own unique user access in NCID and EBS/PBRS; no sharing of login credentials to the systems are allowed.

**Discontinuing Powell Bill Participation**

- In the event a municipality chooses to discontinue participating in the Program, that municipality's mayor will be required to submit a letter on official letterhead. The letter must state that the municipality no longer desires to participate in the Program and include an effective termination date.
- Once a municipality chooses to no longer participate in the Program, all remaining Powell Bill funds will be returned to the NCDOT for redistribution.

**Signature**

☒ In order to proceed with information submission, I acknowledge that I have read the above policy. I agree to above Terms & Conditions.

Name:  
Jane Powell

Date:  
7/1/23

Back Save Next

1st: Declaration – Acknowledge the NCDOT Policy for the Powell Bill Program

# Certified Statement – Declaration

The screenshot shows a web form titled "Declaration" with a sidebar menu containing "Declaration", "Agreement", and "Attachments". The main content area is divided into sections: "Last Request Due April 30th of each year:", "Powell Bill Allocation Disbursement", "Access to the PBRS", and "Discontinuing Powell Bill Participation". Each section contains a bulleted list of policy details. At the bottom, there is a "Signature" section with a checkbox for acknowledgment, and input fields for "Name" (filled with "Jane Powell") and "Date" (filled with "7/1/23"). At the very bottom are "Back", "Save", and "Next" buttons. Three callout boxes provide instructions: a blue box at the top right says "1) Read the ENTIRE policy" with an arrow pointing to the policy text; an orange box on the left says "2) Complete the signature section" with an arrow pointing to the signature fields; and a teal box at the bottom right says "3) Click 'Next'" with an arrow pointing to the "Next" button.

2000000023 Help

**Declaration**

Agreement

Attachments

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**Signature**

☒ In order to proceed with information submission, I acknowledge that I have read and understand the Powell Bill policy and agree to the terms and conditions of the Powell Bill program.

Name:

Date:

Back Save Next

## Certified Statement – Agreement

**Agreement Overview**

Grantee Name:  
TOWN OF \_\_\_\_\_

Program Name:  
POWELLBILL\_2023

Status:  
Created

Mileage:  
0.00

**Street Length**

County	Dirt Surfaced	Soil, Stone, or Gravel Surfaced	Hard Surfaced	Total Miles
▼	0.00	0.00	0.00	0.00
▼	0.00	0.00	0.00	0.00
▼	0.00	0.00	0.00	0.00

**General Information**

Mileage of Roads Less Than 16ft Wide:  
0.00

Year Incorporated:  
1963

Corporate limits change during fiscal year:  
▼

Street mileage change:  
▼

Back Save Next

2<sup>nd</sup>: **Agreement** – Complete mileage information and if there have been any changes since last year



## Certified Statement – Agreement

1) Select County

2) Enter mileage for each surface type

County	Dirt Surfaced	Soil, Stone, or Gravel Surfaced	Hard Surfaced	Total Miles
CAMDEN	0.75	1.25	1.5	3.5
CARTERET	0.00	0.00	1.3	1.3
CASWELL	0.00	0.00	0.7	0.7

General Information

3) Enter mileage of roads <16 ft wide

Mileage of Roads Less Than 16ft Wide: 1.12

Year Incorporated: 1963

Corporate limits change during fiscal year: No

Street mileage change: Yes

4) Y/N if there are changes to the town since last year

- If answered "Yes", this is REQUIRED:
  - ✓ 2<sup>ND</sup> page to Certified Statement
  - ✓ Updated Powell Bill map

5) Click "Next"

Back Save Next

## Certified Statement – Attachments

The screenshot shows a web application interface for the 'Affidavit/Other Documents' form. On the left is a dark sidebar with a menu containing 'Declaration', 'Agreement', and 'Attachments' (which is highlighted). The main content area has a top header with a user ID '2000000023' and a 'Help' link. Below the header, the title 'Affidavit/Other Documents' is displayed. The instructions state: 'Click the button below to generate the affidavit.' followed by a green 'Generate Certified Statement' button. Further instructions say: 'Sign the affidavit and attach the scanned copy below. Please attach the current Street listing. And the certified, digital map file and add/delete sheet, if applicable.' Below this, it says 'Attachments (0)' with a '+' button to the right. A large white box in the center contains a document icon and the text 'No Affidavits/Other Documents Attached' with a subtext 'Drop files to upload, or use the "+" button.' At the bottom right of the form are four buttons: 'Back', 'Save', 'Submit', and 'Next'.

3<sup>rd</sup>: **Attachments** – Generate Certified Statement form, then attach signed form and supporting documents

## Certified Statement – Attachments

Affidavit/Other Documents

Click the button below to generate the affidavit.

[Generate Certified Statement](#)

1) Click “Generate Certified Statement”

Check form for accuracy and that all pages were generated.

2) Click “Download” to save the form to your computer

Enterprise Business Affidavit

Agreement Number: 2000000023 Program Year: 2023

STATE OF NORTH CAROLINA  
POWELL BILL PROGRAM CERTIFIED STATEMENT

Municipality : TOWN OF \_\_\_\_\_

Pursuant to NCGS 136-41.1 through 136-41.3, as amended, this is to certify that the undersigned is the duly elected, qualified and acting mayor of TOWN OF \_\_\_\_\_ North Carolina, and that the municipality meets the requirements set forth to qualify for the program.

1. Year of Municipality's Incorporation: 1963

**Municipal Street Mileage as of July 1, 2023**

2. Eligible Street Mileage (Conforms to the requirements of NCGS 136-41.1):

- ☐ Are within the corporate limits
- ☐ Are maintained by the municipality
- ☐ Open to use by the general public
- ☐ Have an average width of at least sixteen (16) feet

(If the municipality lies within more than one county, please limit mileage by county.)

County	Dirt Surfaced	Soil, Stone, or Gravel Surfaced	Hard Surfaced	Total Miles
CAMDEN	0.75	1.25	1.50	3.50
CARTERET	0.00	0.00	1.30	1.30
CASWELL	0.00	0.00	0.70	0.70
Total	0.75	1.25	3.50	5.50

3. Ineligible Mileage (do not meet the requirements under NCGS 136-41.1) 1.12

**Municipal Changes:**

4. Corporate limits have changed during the fiscal year ☐ Yes ☒ No

5. Total Powell Bill eligible street mileage has changed during the fiscal year ☒ Yes ☐ No

If yes to either question, a new map must be attached in the on-line system certified on or after July 1, 2023

Attest:

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_


Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Page 1 of 2 Rev: 10/2019

[Download](#) [Close](#) [Back](#) [Save](#) [Submit](#)

# Certified Statement Form – Page 1

Agreement Number: 2000000023 Program Year: 2023

  
**STATE OF NORTH CAROLINA**  
**POWELL BILL PROGRAM CERTIFIED STATEMENT**

**Municipality :** TOWN OF \_\_\_\_\_

Pursuant to NCGS 136-41.1 through 136-41.3, as amended, this is to certify that the undersigned is the duly elected, qualified and acting mayor of TOWN OF \_\_\_\_\_, North Carolina, and that the municipality meets the requirements set forth to qualify for the program.

1. Year of Municipality's Incorporation: 1963

**Municipal Street Mileage as of July 1, 2023**

2. Eligible Street Mileage (Conforms to the requirements of NCGS 136-41.1):

- ☐ Are within the corporate limits
- ☐ Are maintained by the municipality
- ☐ Open to use by the general public
- ☐ Have an average width of at least sixteen (16) feet

*(If the municipality lies within more than one county, please limit mileage by county.)*

County	Dirt Surfaced	Soil, Stone, or Gravel Surfaced	Hard Surfaced	Total Miles
CAMDEN	0.75	1.25	1.50	3.50
CARTERET	0.00	0.00	1.30	1.30
CASWELL	0.00	0.00	0.70	0.70
<b>Total</b>	<b>0.75</b>	<b>1.25</b>	<b>3.50</b>	<b>5.50</b>

3. Ineligible Mileage (do not meet the requirements under NCGS 136-41.1) 1.12

**Municipal Changes:**

4. Corporate limits have changed during the fiscal year ☐ Yes ☒ No

5. Total Powell Bill eligible street mileage has changed during the fiscal year ☒ Yes ☐ No

*If yes to either question, a new map must be attached in the on-line system certified on or after July 1, 2023*

---

**Attest:**

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk: \_\_\_\_\_ Date: \_\_\_\_\_


Page 1 of 2 Rev: 10/2019

- Review Completed Form
- Print
- Obtain Signatures – E-Signatures are allowed

**A municipal seal is NOT required**

## Certified Statement Form – Page 2

Agreement Number: 2000000023 Program Year: 2023

  
STATE OF NORTH CAROLINA  
POWELL BILL PROGRAM CERTIFIED STATEMENT


Municipality : TOWN OF \_\_\_\_\_

**Municipal Changes**  
If there are changes to the corporate limits of the municipality or to the Powell Bill eligible street mileage, the following are required in addition to the signed certified statement form and street listing.

- Certified Powell Bill Map  
The map must be newly certified (signed, dated, and sealed) by a Registered Professional Engineer or Land Surveyor on or after July 1, 2023.
- Add/Delete Sheet  
List streets, or portions thereof, and the length (in miles) that have been added or deleted from the municipal street system since the previous year's filing.

This is to certify that I am a Registered Professional Engineer or Land Surveyor pursuant to the laws of the State of North Carolina; that I have examined the mileage statements and maps referred to in Items 2, 3, 4, and 5 above; that I have made actual measurements and examinations of non-State system streets in the above municipality and from said examinations and measurements, the statements and distances contained in said table are correct; and that the map and the mileage statements are correct within a possible error of one-hundredth of a mile per mile.

Attest:

  
(Affix Seal)

\_\_\_\_\_  
Registered Professional Engineer or Land Surveyor

\_\_\_\_\_  
Date

Page 2 of 2 Rev: 10/2019

- **ONLY** generated when there are municipal changes
- **Signed and Sealed** by Registered Professional Engineer or Land Surveyor

## Certified Statement – Supporting Documents

### Required Documents

- Every Year
  - Completed Certified Statement Form
  - Street Listing
- With Municipal Changes
  - Certified, Digital, Municipal Map
  - Add/Delete Sheet



## Certified Statement – Supporting Documents – Street Listing

	A	B	C
1	<b><i>Town of Powell</i></b>		
2	<b><i>2023 Powell Bill Street Listing</i></b>		
3	<b>Street Name</b>	<b>Surface</b>	<b>Mileage</b>
4	1st Avenue	Hard	0.08
5	2nd Avenue	Hard	0.15
6	3rd Avenue	Hard	0.06
7	4th Avenue	Hard	0.11
8	5th Avenue	Hard	0.24
9	Adams Street	Gravel	0.87
10	Franklin Avenue	Hard	0.3
11	Jackson Street	Hard	0.12
12	Jefferson Road	Hard	0.69
13	Johnson Avenue	Gravel	0.17
14	Lincoln Court	Gravel	0.66
15	Washington Way	Hard	0.04
16			
17	<b>Totals Gravel</b>		<b>1.70</b>
18	<b>Totals Hard</b>		<b>1.79</b>
19	<b>Total Length</b>		<b>3.49</b>

- Must include:
  - Street Name
  - Surface Type  
(same as the Certified Statement form)
  - Length in Miles
  - Totals at the Bottom
- Totals match Certified Statement form
- Submitted in MS Word or MS Excel format

Agreement will be returned if Street Listing does not meet requirements

## Certified Statement – Supporting Documents – Add/Delete Sheet

- Separate Document, not part of the Street Listing
- Use form on website or create your own

Municipality of: Town of Powell Page 1 of 1

**ATTACH THIS LIST WITH CERTIFIED STATEMENT AND POWELL BILL MAP**  
**STREETS ADDED / DELETED BETWEEN JULY 1, 2022 AND JUNE 30, 2023**

Municipality of: Town of Powell Date: 7/5/2023

Please list only those streets, or portions of streets, that have either been added to, or deleted from, your municipality's street system during the time period above.

STREET NAME (or SR # Transferred from State System) (ADDED TO)	MILEAGE (convert feet to hundredth of a mile)
1st Avenue	0.02
<b>TOTAL ADDED</b>	<b>0.02</b>

STREET NAME (or SR # Transferred from State System) (DELETED FROM)	MILEAGE (convert feet to hundredth of a mile)
Smith Street	0.05
<b>TOTAL DELETED</b>	<b>0.05</b>

TOTAL STREETS ADDED AND DELETED	MILEAGE
Total Streets Added (+)	0.02
Total Streets Deleted (-)	-0.05
<b>TOTAL CHANGES</b>	<b>-0.03</b>

*"Total Changes" Should Account For All Changes To Street Listing Since Previous Year.*  
Rev 01/2023



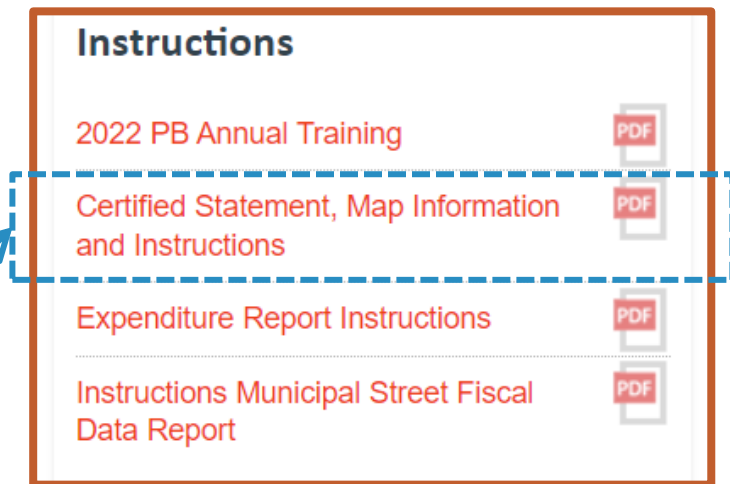
## Certified Statement – Supporting Documents – Powell Bill Map

- A new signed and approved map is required:
  - Every 5 years
- ~ OR ~
- Whenever there are changes to corporate limits or total Powell Bill mileage



## Certified Statement – Supporting Documents – Powell Bill Map

- Submitting Digital Maps
  - Should be attached to the Certified Statement in the Powell Bill Reporting System (PBRs)
    - pdf files only
  - Including GIS Shape files, if available (optional)
- Digital maps MUST have an engineer's or surveyor's seal, signature, and date July 1<sup>st</sup> or after
- Detailed instructions on our website:  
<https://connect.ncdot.gov/municipalities/State-Street-Aid/>





## Certified Statement – Attachments

1) Click “+” to upload document

2) Select the file and click “Open”

The attachment will be listed on the screen once it's loaded

Attachments (0)

No Affidavits/Other Documents Attached

Drop files to upload, or use the “+” button.

Back Save Submit Next

Open

File name: Powell Bill CS (2000000023)

All Files

Open Cancel

Attachments (1)

Powell Bill CS (2000000023).pdf

Created By: PBUSER

Name	Type	Size
2023 Add Delete Sheet	Adobe Acrobat Document	82 KB
2023 Powell Bill Map	Adobe Acrobat Document	82 KB
2023 Street Listing	Microsoft Excel Worksheet	12 KB
Powell Bill CS (2000000023)	Adobe Acrobat Document	645 KB

Use the same steps to attach all required documents

## Certified Statement – Submitting

2000000023 Help

Declaration  
Agreement  
Attachments

Affidavit/Other Documents

Click the button below to generate the affidavit.

[Generate Certified Statement](#)

Sign the affidavit and attach the scanned copy below.  
Please attach the current Street listing.  
And the certified, digital map file and add/delete sheet, if applicable.

Attachments (4)

- [2023 Street Listing.xlsx](#)  
Created By: PBUSER
- [2023 Add Delete Sheet.pdf](#)  
Created By: PBUSER
- [2023 Powell Bill Map.pdf](#)  
Created By: PBUSER
- [Powell Bill CS \(2000000023\).pdf](#)  
Created By: PBUSER

⊗

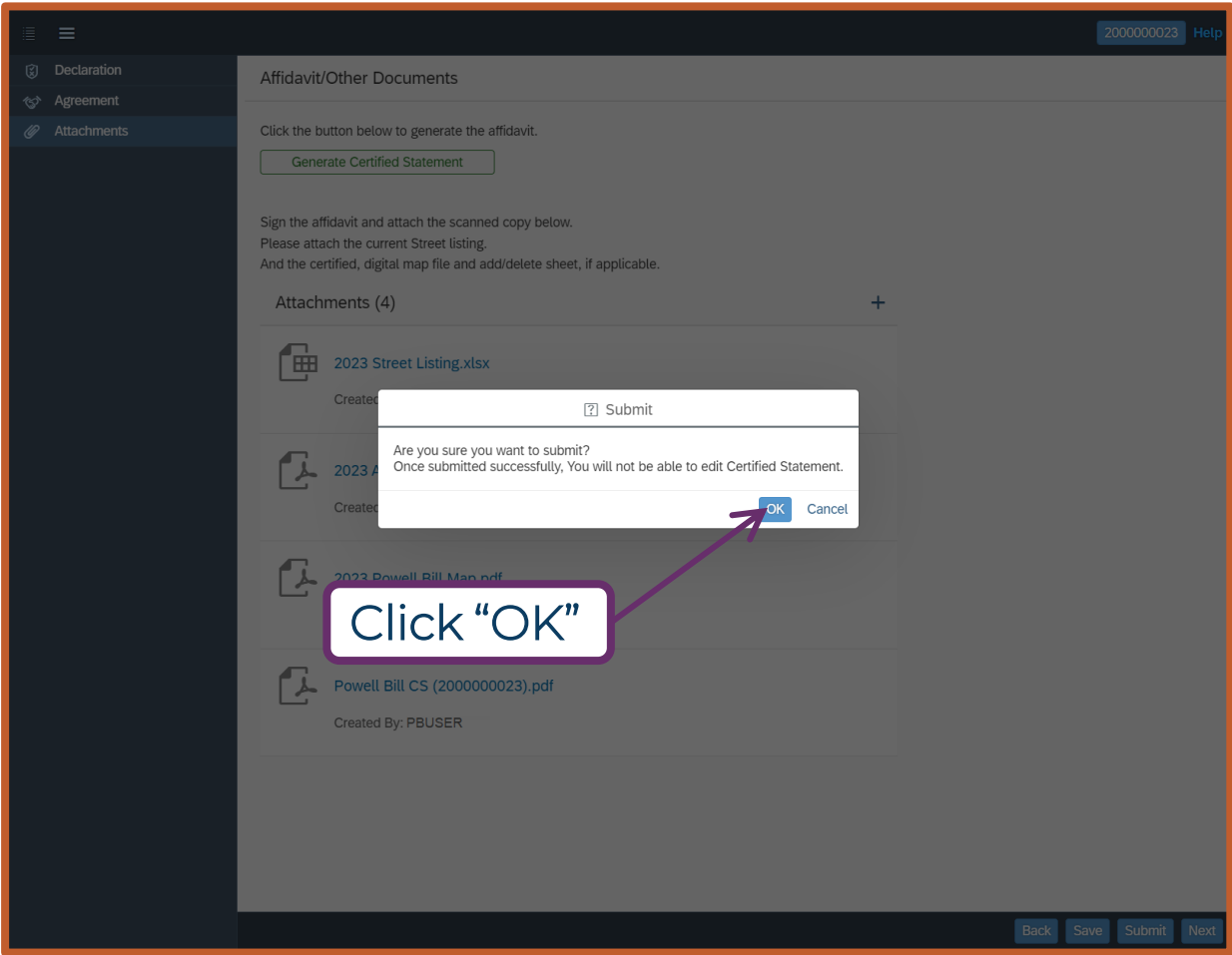
Make sure all documents are attached

Click “⊗” to delete files attached in error —  
**Files cannot be deleted after submission**

Click “Submit”

Back Save Submit Next

# Certified Statement – Submitting



## Certified Statement – Submitting

The screenshot shows the 'Certified Statement – Submitting' page on ncdot.gov. The left sidebar contains a menu with 'Declaration', 'Agreement', and 'Attachments'. The 'Attachments' tab is selected. A callout box points to the 'Attachments' tab with the text 'Click here to go to agreements page'. The main content area displays instructions: 'Sign the affidavit and attach the scanned copy below. Please attach the current Street listing. And the certified, digital map file and add/delete sheet, if applicable.' Below this, there is a section titled 'Attachments (4)' with a plus sign. It lists four files: '2023 Street Listing.xlsx', '2023 Add Delete Sheet.pdf', '2023 Powell Bill Map.pdf', and 'Powell Bill CS (2000000023).pdf', all created by 'PBUSER'. A callout box points to a dashed box at the bottom of the attachments list containing the text 'Agreement Submitted Successfully.' with the instruction 'Watch for the notification'. The bottom of the page has navigation buttons: 'Back', 'Save', 'Submit', and 'Next'.

2000000023 Help

Declaration  
Agreement  
Attachments

Click here to go to agreements page

Sign the affidavit and attach the scanned copy below.  
Please attach the current Street listing.  
And the certified, digital map file and add/delete sheet, if applicable.

Attachments (4) +


- 2023 Street Listing.xlsx  
Created By: PBUSER
- 2023 Add Delete Sheet.pdf  
Created By: PBUSER
- 2023 Powell Bill Map.pdf  
Created By: PBUSER
- Powell Bill CS (2000000023).pdf  
Created By: PBUSER

Watch for the notification

Agreement Submitted Successfully.




Back Save Submit Next

# Certified Statement – Submitting



Enterprise  
Business  
Services

PowellBil Certified Statement ▾



Current Year's Agreements

Agreement	Grantee Name	Program Name	Status
<a href="#">2000000023</a>	TOWN OF _____	POWELLBILL_2023	Submitted >

Past Year's Agreements

Agreement	Grantee Name	Program Name	Status
<a href="#">2000000022</a>	TOWN OF _____	POWELLBILL_2022	L2-Approved-Auto >
<a href="#">2000000021</a>	TOWN OF _____	POWELLBILL_2021	L2-Approved-Auto >
<a href="#">2000000020</a>	TOWN OF _____	POWELLBILL_2020	L2-Approved-Auto >
<a href="#">2000000019</a>	TOWN OF _____	POWELLBILL_2019	L2-Approved-Auto >

Updated Status

Submitted



## Board of Transportation – Item P

- Changes within the corporate limits of a participating municipality that involve the State Highway System must be approved by the Board of Transportation
- Changes must be approved by Board prior to July 1<sup>st</sup> to be in affect for the following Powell Bill year
- Contact your local Division Engineer for assistance



## Sample of Item P – Deletions from the State Highway System

NCDOT April 2023 Board of Transportation Agenda					
Municipal Street System Changes for the Powell Bill Program					
Deletions to the State Highway System					
Division	County	Municipality	Road	Termini	Length
5	Wake	Cary	SR 3068; Twyla Road North	From SR 3060 (Morrisville Parkway) Northward for 0.33 miles at current end of maintenance	0.33
5	Wake	Cary	SR 3036; Twyla Road North (stub)	From SR 3068 (Twyla Road North) Southward for 0.07 miles at current end of maintenance	0.07
File Name: WAKE_2023_04_M002					
Total Miles =					0.40

A deletion from the State Highway System is when the NCDOT turns over the maintenance of a road/street to a qualified, participating Powell Bill municipality

# Sample of Item P – Addition to the State Highway System

NCDOT April 2023 Board of Transportation Agenda

Municipal Street System Changes for the Powell Bill Program

Additions to the State Highway System

Division	County	Municipality	Road	Termini	Length
5	Wake	Fuquay-Varina	SR 6108 Ext.; Judd Parkway	From NC 42 (West Academy Street) Northward for 0.60 miles to current Town of Fuquay-Varina's Corporate limit	0.60

File Name: WAKE\_2023\_04\_M001

Total Miles = 0.60

An addition to the State Highway System is when the qualified, participating Powell Bill municipality turns over the maintenance of a road/street to the NCDOT

# Any Questions? Certified Statement

# Expenditure Report

---

## Expenditure Report

### Purpose:

Report expenses of Powell Bill funds  
ONLY for the previous fiscal year

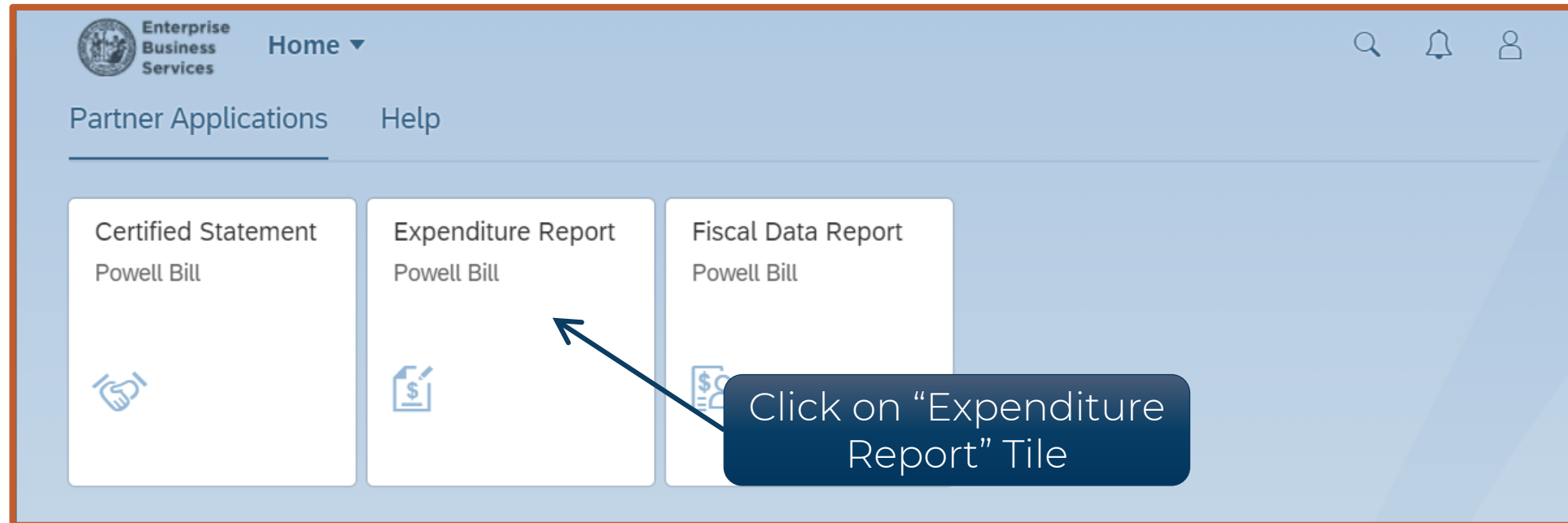
### How to:

- Access
- Complete
- Download, Sign, & Seal
- Attach
- Submit

**Due by August 1<sup>st</sup>**

Per G.S. 136-41.3 -136-41.4,  
“Records and Annual Statement”

## Access Expenditure Report



After logging in, click on the “Expenditure Report” tile to see the Expenditure Report

# Access Expenditure Report

Current Expenditure Reports

Agreement ID	Grantee Name	Program Name	Expenditure Report	Status
2000000000	TOWN OF _____	POWELLBILL_2022		Create New

Create New Status

Past Expenditure Reports

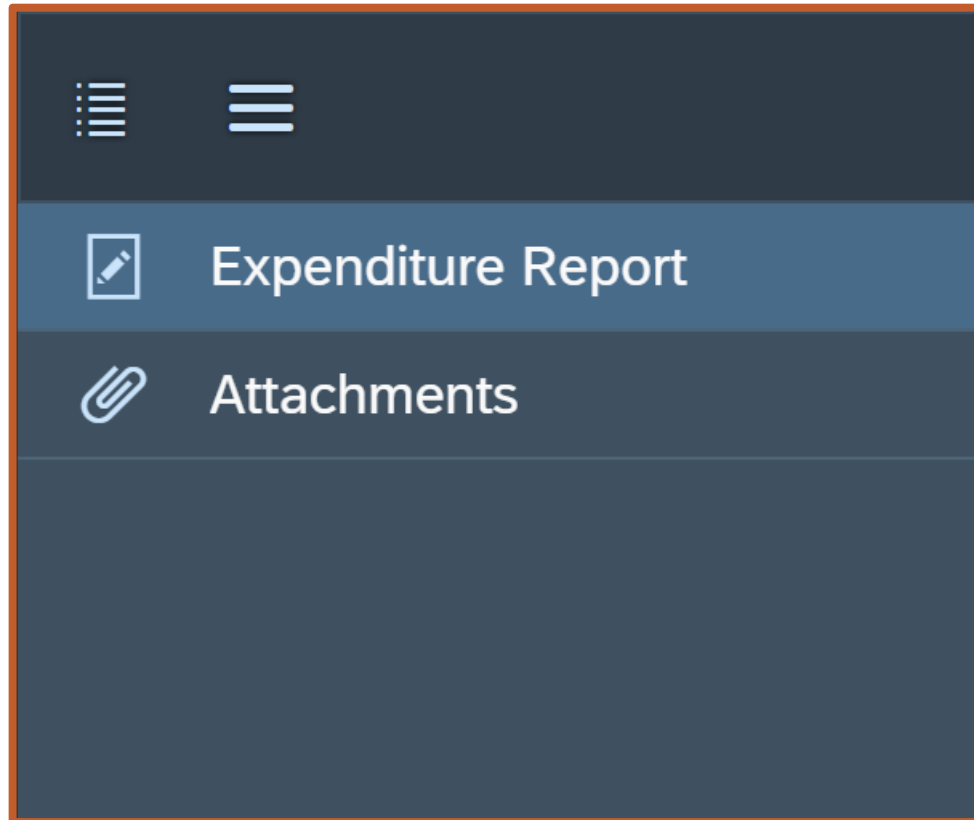
Agreement ID	Grantee Name	Program Name	Expenditure Report	Status
2000000007	TOWN OF	POWELLBILL_2021	L2-Approved-Auto	>
2000000006	TOWN OF	POWELLBILL_2020	L2-Approved-Auto	>

Select the current year's agreement

Select the agreement under “Current Expenditure Reports”  
to create a new Expenditure Report



## Expenditure Report



- Two Screens:
  - Expenditure Report
  - Attachments

# Creating Expenditure Report

Expenditure Report

Attachments

4000000000

Help

Expenditure Report Information

Agreement ID: 2000000000

\*Report Basis:

Beginning Balance on Hand July 1, 2022: 0.00

Total Allocation received from NCDOT on Oct 1, 2022 and Jan 1, 2023: 152,528.33

Form Prepared By (Municipality)

Name:

Date: 

MM/DD/YY

Title:

Phone:

Email:

Additional Revenues for Powell Bill Streets

Add Revenue

Description	Total Amount	Status
No Revenues are currently available		
Total	0.00 USD	

Adjustments

Accumulated Greater Than the Sum of Past 10 or 20 Allocations: 

0.00

Amount Paid to State for Past Due Amount: 

0.00

Corrections for Miscellaneous Errors:

Back

Save

Next

1st: ER Information – Enter the information for the report

50

# Creating Expenditure Report

Expenditure Report Information

Agreement ID:

2000000000

\*Report Basis:

Beginning Balance on Hand July 1, 2022:

0.00

Total Allocation received from NCDOT on Oct 1, 2022 and Jan 1, 2023:

152,528.33

Verify populated amounts:

- Beginning Balance on Hand July 1
- Total Allocation
- Adjustments Imposed

Adjustments

Accumulated Greater Than the Sum of Past 10 or 20 Allocations:

0.00

Amount Paid to State for Past Due Amount:

0.00

Corrections for Miscellaneous Errors:

0.00

Total Adjustments:

0.00

Find Errors? Contact the Powell Bill Team

# Creating Expenditure Report

Expenditure Report Information

Agreement ID:

2000000000

\*Report Basis:

Cash

Accrual Basis

Beginning Balance on Hand July 1, 2022:

Total Allocation received from NCDOT on Oct 1, 2022 and Jan 1, 2023:

Form Prepared By (Municipality)

Name:

Date:

MM/DD/YY

Title:

Phone:

Email:

Select the report basis

Enter YOUR information here

## Creating Expenditure Report – Additional Revenues

Form Prepared By (Municipality)

Name:  Date:

Title:  Phone:

Email:

Click on “Add Revenue” to enter revenue other than allocations

Additional Revenues for Powell Bill Streets

Description	Total Amount	Status
No Revenues are currently available		
Total	0.00 USD	

[Add Revenue](#)

Note: Must Add Revenues BEFORE Expenditures

## Creating Expenditure Report – Additional Revenues

Revenue Details

\*Choose the Revenue:

\*Amount:

Select Revenue Type

- Interest Earned
- Assessments / Reimbursements / Other
- Sale or Transfer of Equipment
- Sales Tax Refund
- Corrections

Revenue Details

\*Choose the Revenue:

\*Amount:

Enter Amount

Interest Earned

20.00

## Creating Expenditure Report – Additional Revenues

Revenue Details

\*Choose the Revenue: Corrections

\*Amount: -50.00

Explanation: Text required if Corrections is selected.

If CORRECTIONS is chosen, an Explanation is Required

Save entry and watch for confirmation message

Revenue Information saved Successfully



Back Save Cancel

## Creating Expenditure Report – Additional Revenues

Additional Revenues for Powell Bill Streets

To Delete Entry

Add Revenue

Description	Total Amount	Status		
<a href="#">R100 - Interest Earned</a>	20.00 USD	✓ Complete		>
<a href="#">R104 - Corrections</a>	-50.00 USD	✓ Complete		>
Explanation: Text required if Corrections is selected.				
Total	-30.00 USD			

- Review Entries – Add and Delete as needed
- Only use each revenue type once



# Creating Expenditure Report – Adding Expenditures

Expenditures for Powell Bill Streets

Add Expenditure

Description	Total Amount	Status
No Expenses are currently available		
Total Expenditures	0.00 USD	

Summary

Total Revenues for Powell Bill Streets FY ( 2022 - 2023 ):	152,498.33
Total Expenditures:	0.00
Balance on Hand as of June 30, 2023 (Reserved for PowellBill):	152,498.33

Click on “Add Expenditure”  
to enter expenditures

## Creating Expenditure Report – Adding Expenditures

Expense Details

\*Choose the Expense:

\*Amount:

- Right of Way
- Engineering
- Paving & Resurfacing (List the Powell Bill streets that were paved or resurfaced.)
- Maintenance
- Snow & Ice Removal
- Drainage & Storm Sewer
- Curb & Gutter
- Bridge Construction and Repair
- Traffic Control
- New Equipment
- New Construction
- Bikeways
- Debt Service Payment
- Sidewalks
- TIP (Transportation Improvement Project)
- Greenways
- Maintenance as part of Paving or Resurfacing project

Select Expenditure Type

# Creating Expenditure Report – Adding Expenditures

Enter amount

Expense Details

\*Choose the Expense:

Traffic Control

▼

\*Amount:

1,000.00

\*Choose the Expense:

Paving & Resurfacing (List the Powell Bill streets that were paved or res...)

▼

\*Amount:

15,000.00

Explanation:

Text required if Paving & Resurfacing is selected.

Expense Information saved Successfully

Back

Save

Cancel

If PAVING & RESURFACING is chosen, an Explanation is Required



Save entry and watch for confirmation message

## Creating Expenditure Report – Adding Expenditures

Expenditures for Powell Bill Streets

To Delete Entry

Add Expenditure

Description	Total Amount	Status	
<b>E103 - Paving &amp; Resurfacing (List the Powell Bill streets that were paved or resurfaced.)</b> Explanation: Text required if Paving & Resurfacing is selected.	15,000.00 USD	✓ Complete	 >
<b>E109 - Traffic Control</b>	1,000.00 USD	✓ Complete	 >
<b>Total Expenditures</b>	<b>16,000.00 USD</b>		

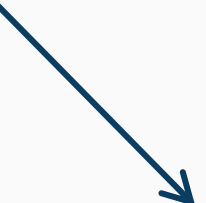
- Review Entries – Add and Delete as needed
- Only use each expense type once

## Creating Expenditure Report

### Summary

Total Revenues for Powell Bill Streets FY ( 2022 - 2023 ):	152,498.33
Total Expenditures:	16,000.00
Balance on Hand as of June 30, 2023 (Reserved for PowellBill):	136,498.33

Click "Next"



[Back](#) [Save](#) [Next](#)

Review all entries and the summary at the bottom

## Expenditure Report – Attachments

The screenshot shows a web application interface for generating an expenditure report. On the left is a dark sidebar with a menu containing 'Expenditure Report' (checked) and 'Attachments'. The main content area is titled 'Affidavit/Other Documents'. It contains the following text: 'Click the button below to generate the affidavit.', a green 'Generate Expenditure Report' button, 'Sign the affidavit and attach the scanned copy below.', and 'Please add any supporting documentation also'. Below this is a section labeled 'Attachments (0)' with a plus icon. A large light gray box in the center contains a document icon and the text 'No Affidavits/Other Documents Attached' and 'Drop files to upload, or use the "+" button.'. At the bottom right are 'Back', 'Submit', and 'Next' buttons. The top right of the interface shows a user ID '4000000000' and a 'Help' link.

2<sup>nd</sup>: **Attachments** – Enter the “Prepared by” information, generate Expenditure Report form, then attach signed/notarized form and submit

## Expenditure Report – Attachments

Affidavit/Other Documents

Click the button below to generate the affidavit.

[Generate Expenditure Report](#)

Sign the affidavit and attach the scanned copy below.  
Please add any supporting documentation also

1) Click “Generate Expenditure Report”

Check form for accuracy and that all pages were generated.

2) Click “Download” to save the form to your computer

Agreement: 2000000000

Page 1 of 2

STATUTORY DEADLINE OF AUGUST 1ST

POWELL BILL EXPENDITURES REPORT FOR FISCAL YEAR ENDING JUNE 30, 2023

Expenditure Report ID: 4000000000

Municipality: TOWN OF

Pursuant to NC General Statutes §136-41.1 through 136-41.4

REPORT BASIS (Select One)

☐ Cash Basis (Records revenue when cash is received and records expense when cash is paid)

☒ Accrual Basis (Records revenue when earned and records expense when incurred or when work is performed)

REVENUES FOR POWELL BILL STREETS	Amount
Beginning Balance on Hand July 1, 2022	\$0.00
R100 - Interest Earned	\$20.00
R101 - Assessments / Reimbursements / Other	\$0.00
R102 - Sale or Transfer of Equipment	\$0.00
R103 - Sales Tax Refund	\$0.00
R104 - Corrections	(\$50.00)
Explanation: Text required if Corrections is selected.	
Total Powell Bill Allocation received from NCDOT on October 1, 2022 and January 1, 2023	\$152,528.33

ADJUSTMENTS	Amount
0300 - Accumulated Greater Than the Sum of Past 10 or 20 Allocations	\$0.00
0400 - Amount Paid to State for Past Due Amount	\$0.00
0500 - Corrections for Miscellaneous Errors	\$0.00
Subtotal Adjustments	\$0.00
TOTAL REVENUES FOR POWELL BILL STREETS (2022 – 2023)	\$152,498.33

EXPENDITURES FOR POWELL BILL STREETS	Amount
E101 - Right of Way	\$0.00
E102 - Engineering	\$0.00
E103 - Paving & Resurfacing (List the Powell Bill streets that were paved or resurfaced.)	\$15,000.00
Explanation: Text required if Paving & Resurfacing is selected.	
E104 - Maintenance	\$0.00
E105 - Snow & Ice Removal	\$0.00
E106 - Drainage & Storm Sewer	\$0.00
E107 - Curb & Gutter	\$0.00
E108 - Bridge Construction and Repair	\$0.00
E109 - Traffic Control	\$1,000.00
E110 - New Equipment	\$0.00
E111 - New Construction	\$0.00
E112 - Bikeways	\$0.00
E113 - Debt Service Payments	\$0.00
E114 - Sidewalks	\$0.00

[Download](#) [Close](#) [Back](#) [Submit](#) [Next](#)

# Reviewing Expenditure Report – Page 1

Agreement: 2000000000 Page 1 of 2

**STATUTORY DEADLINE OF AUGUST 1ST**  
**POWELL BILL EXPENDITURES REPORT FOR FISCAL YEAR ENDING JUNE 30, 2023**  
**Expenditure Report ID: 4000000000**  
Municipality: TOWN OF  
Pursuant to NC General Statutes §136-41.1 through 136-41.4

REPORT BASIS (Select One)	
<input type="radio"/> Cash Basis (Records revenue when cash is received and records expense when cash is paid)	
<input checked="" type="radio"/> Accrual Basis (Records revenue when earned and records expense when incurred or when work is performed)	
REVENUES FOR POWELL BILL STREETS	Amount
Beginning Balance on Hand July 1, 2022	\$0.00
R100 - Interest Earned	\$20.00
R101 - Assessments / Reimbursements / Other	\$0.00
R102 - Sale or Transfer of Equipment	\$0.00
R103 - Sales Tax Refund	\$0.00
R104 - Corrections	(\$50.00)
Explanation: Text required if Corrections is selected.	
Total Powell Bill Allocation received from NCDOT on October 1, 2022 and January 1, 2023	\$152,528.33
ADJUSTMENTS	Amount
0300 - Accumulated Greater Than the Sum of Past 10 or 20 Allocations	\$0.00
0400 - Amount Paid to State for Past Due Amount	\$0.00
0500 - Corrections for Miscellaneous Errors	\$0.00
Subtotal Adjustments	\$0.00
<b>TOTAL REVENUES FOR POWELL BILL STREETS (2022 – 2023)</b>	<b>\$152,498.33</b>
EXPENDITURES FOR POWELL BILL STREETS	Amount
E101 - Right of Way	\$0.00
E102 - Engineering	\$0.00
E103 - Paving & Resurfacing (List the Powell Bill streets that were paved or resurfaced.)	\$15,000.00
Explanation: Text required if Paving & Resurfacing is selected.	
E104 - Maintenance	\$0.00
E105 - Snow & Ice Removal	\$0.00
E106 - Drainage & Storm Sewer	\$0.00
E107 - Curb & Gutter	\$0.00
E108 - Bridge Construction and Repair	\$0.00
E109 - Traffic Control	\$1,000.00
E110 - New Equipment	\$0.00
E111 - New Construction	\$0.00
E112 - Bikeways	\$0.00
E113 - Debt Service Payment	\$0.00
E114 - Sidewalks	\$0.00
E115 - TIP (Transportation Improvement Project)	\$0.00
E116 - Greenways	\$0.00
E117 - Maintenance as part of Paving or Resurfacing project	\$0.00
<b>TOTAL EXPENDITURES FOR POWELL BILL STREETS (2022 - 2023)</b>	<b>\$16,000.00</b>
SUMMARY	Amount
Revenue Total	\$152,498.33
Less Expenditure Total	\$16,000.00
<b>BALANCE ON HAND AS OF JUNE 30, 2023 (RESERVED FOR POWELL BILL)</b>	<b>\$136,498.33</b>

- Review Form for Errors
- Go back and make necessary changes on Report page
- If entry is missing – Contact the Powell Bill Unit



## Completing Expenditure Report – Page 2

Fill in  
**ALL BLANKS**

Person Responsible  
for Municipal Finances  
and Notary

Municipal Seal is  
**NOT** Required

Town Employee who  
Prepared the Form –  
Ensure this matches what  
was entered in the system

Agreement: 2000000000 Page 2 of 2

Expenditure Report ID: 4000000000 Municipality: TOWN OF \_\_\_\_\_

Powell Bill Balance as of June 30, 2023 : \$136,498.33

I, \_\_\_\_\_ (name), certify that I am the duly appointed official responsible for the finances of the municipality named above. Further, that the above statement from said municipality was prepared under my immediate supervision and/or direction, and that it is a true and correct statement of receipts and expenditures of the funds received from the North Carolina Department of Transportation, pursuant to NCGS §136-41.1 through 136-41.4, as amended. Also, I acknowledge it is unlawful for these funds to be spent for any purpose not authorized by statute and accept personal liability for any unauthorized expenditures, per NCGS §136-41.3(b).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Acknowledgement**

North Carolina \_\_\_\_\_ County \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public \_\_\_\_\_, County, North Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged due execution of the foregoing instrument.

Witness my hand and official seal, this: \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

(Official Notary Seal)

Notary Public : \_\_\_\_\_

My Commission Expires : \_\_\_\_\_

\*\*\* IF NOT PROPERLY SIGNED, DATED, NOTARIZED, AND SEALED, IT WILL BE RETURNED \*\*\*

**Form Prepared By (Municipality)**

Name: Jane Powell Date: 7/15/23

Title: Financial Director Phone: +1 (123) 456-7890

Email: jpowell@anytownnc.gov

PLEASE MAKE SURE YOUR REPORT IS CORRECT.

IT MUST BE SIGNED, DATED, NOTARIZED WITH SEAL AFFIXED, AND SUBMITTED IN THE POWELL BILL REPORTING SYSTEM BEFORE THE STATUTORY DEADLINE DATE OF AUGUST 1.

## Completing Expenditure Report – Notarize

Sign Form Before  
a Notary Public

I, \_\_\_\_\_ (name), certify that I am the duly appointed official responsible for the finances of the municipality named above. Further, that the above statement from said municipality was prepared under my immediate supervision and/or direction, and that it is a true and correct statement of receipts and expenditures of the funds received from the North Carolina Department of Transportation, pursuant to NCGS §136-41.1 through 136-41.4, as amended. Also, I acknowledge it is unlawful for these funds to be spent for any purpose not authorized by statute and accept personal liability for any unauthorized expenditures, per NCGS §136-41.3(b).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Acknowledgement**

North Carolina  
\_\_\_\_\_, County

I, \_\_\_\_\_, a Notary Public  
\_\_\_\_\_, County, North Carolina, do

hereby certify that \_\_\_\_\_  
personally appeared before me this day and acknowledged  
due execution of the foregoing instrument.

Witness my hand and official seal, this:  
\_\_\_\_\_, Day of \_\_\_\_\_, 20\_\_\_\_

(Official Notary Seal)

Notary Public : \_\_\_\_\_

My Commission Expires : \_\_\_\_\_

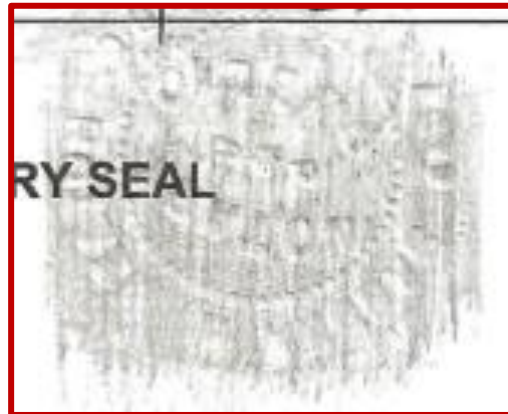
\*\*\* IF NOT PROPERLY SIGNED, DATED, NOTARIZED, AND SEALED, IT WILL BE RETURNED \*\*\*

We Recommend Using INK Seals

## Completing Expenditure Report – Notarize

Embossed Seals **MUST** be Legible  
or Report will be Returned

Not Legible



Clearer



# Expenditure Report – Attachments

4000000000 Help

Expenditure Report

Attachments

Affidavit/Other Documents

1) Click “+” to upload document

Attachments (0)

No Affidavits/Other Documents Attached

Drop files to upload, or use the “+” button.

+

The attachment will be listed on the screen once it’s loaded

Back

Submit

Next

Open

< > > This PC > Desktop > Powell Bill > Expenditure Report

Search Expenditure Report

Organize New folder

Name	Date modified	Type	Size
PowellBill_2022-ER	5/8/2023 9:57 AM	Adobe Acrobat D...	25 KB

File name: PowellBill\_2022-ER All Files

Open Cancel

Affidavit/Other Documents

Click the button below to generate the affidavit.

Generate Expenditure Report

Sign the affidavit and attach the scanned copy below.  
Please add any supporting documentation also

Attachments (1)

PowellBill\_2022-ER.pdf

Created By: jpowell5

## Expenditure Report – Submitting

The screenshot shows the 'Expenditure Report' submission page. On the left is a sidebar with 'Expenditure Report' and 'Attachments'. The main area is titled 'Affidavit/Other Documents' and contains instructions to generate and sign an affidavit, followed by an 'Attachments (1)' section. One attachment, 'PowellBill\_2022-ER.pdf', is listed with a delete icon (⊗). At the bottom are 'Back', 'Submit', and 'Next' buttons. Three callout boxes provide instructions: one points to the attachment list, another points to the delete icon, and a third points to the 'Submit' button.

4000000000 Help

Expenditure Report

Attachments

Affidavit/Other Documents

Click the button below to generate the affidavit.

[Generate Expenditure Report](#)

Sign the affidavit and attach the scanned copy below.  
Please add any supporting documentation also

Attachments (1)

PowellBill\_2022-ER.pdf  
Created By: jpowell5

⊗

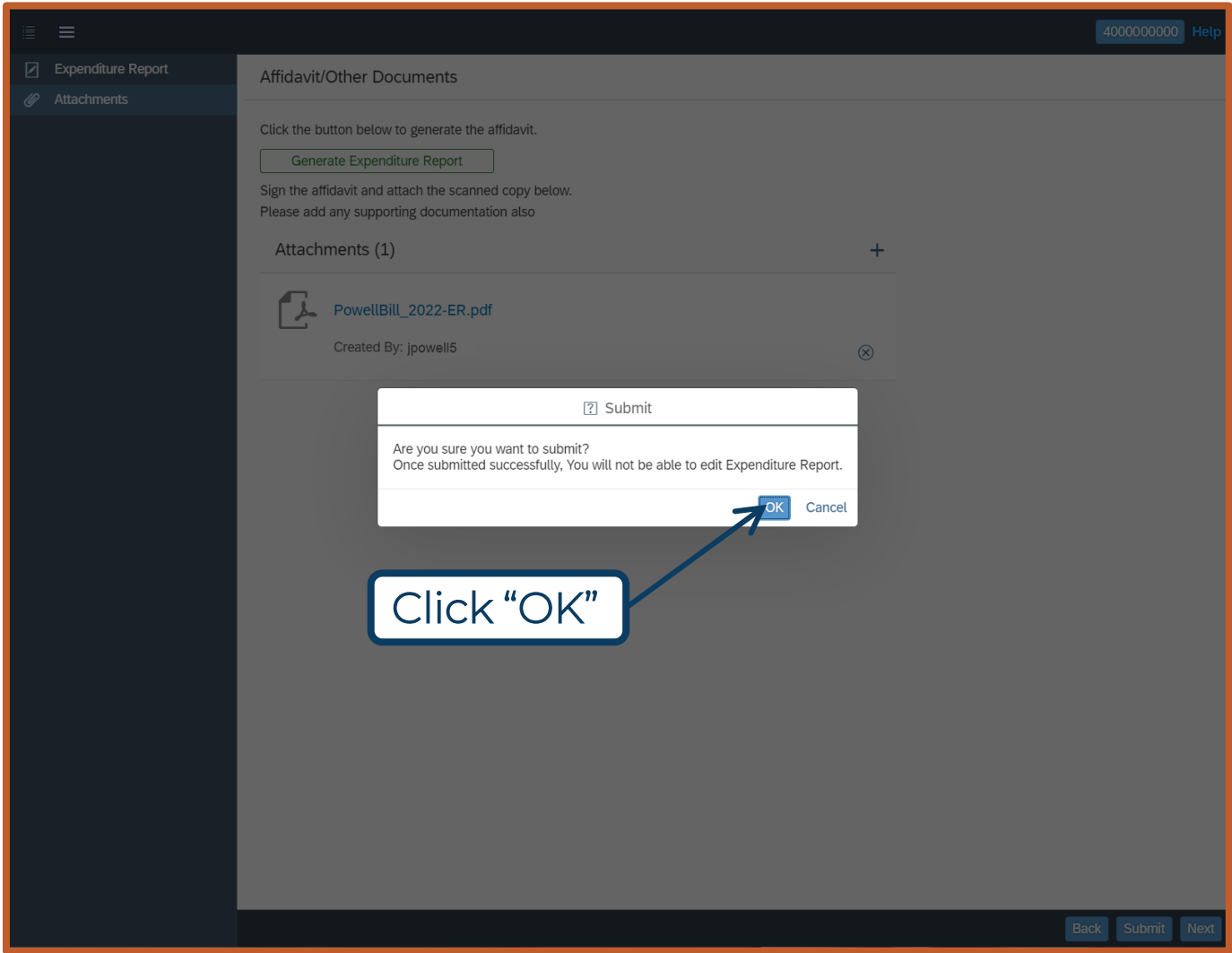
Back Submit Next

Make sure all documents are attached

Click “⊗” to delete files  
attached in error —  
**Files cannot be deleted  
after submission**

Click “Submit”

# Expenditure Report – Submitting



## Expenditure Report – Submitting

The screenshot shows the 'Expenditure Report' submission page. On the left is a dark sidebar with a menu icon circled in red and a teal arrow pointing to a callout box. The sidebar contains two items: 'Expenditure Report' (checked) and 'Attachments'. The main content area has a top right corner with the number '4000000000' and a 'Help' link. Below this is a light gray box with the text 'Please add any supporting documentation also' and 'Attachments (1)'. Inside this box is a file entry for 'PowellBill\_2022-ER.pdf' with a PDF icon and 'Created By: jpowell5'. A teal callout box with the text 'Click here to go to agreements page' points to the menu icon. At the bottom of the main area, a dark gray notification box with a dashed border says 'Expenditure Report submitted Successfully.' A dark blue callout box with the text 'Watch for the notification' has an arrow pointing to this notification. The bottom right of the page has 'Back' and 'Next' buttons.

Click here to go to agreements page

Expenditure Report submitted Successfully.

Watch for the notification

# Expenditure Report – Submitting

Current Expenditure Reports				
Agreement ID	Grantee Name	Program Name	Expenditure Report	Status
<a href="#">2000000000</a>	TOWN OF _____	POWELLBILL_2022	Submitted	>
Past Expenditure Reports				
Agreement ID	Grantee Name	Program Name	Expenditure Report	Status
<a href="#">2000000007</a>	TOWN OF	POWELLBILL_2021	L2-Approved-Auto	>
<a href="#">2000000006</a>	TOWN OF	POWELLBILL_2020	L2-Approved-Auto	>

Updated Status



## Excess Accumulation

E115 - TIP (Transportation Improvement Project)	\$0.00
E116 - Greenways	\$0.00
E117 - Maintenance as part of Paving or Resurfacing project	\$0.00
<b>TOTAL EXPENDITURES FOR POWELL BILL STREETS (2022 - 2023)</b>	<b>\$16,000.00</b>
<b>SUMMARY</b>	<b>Amount</b>
Revenue Total	\$152,498.33
Less Expenditure Total	\$16,000.00
<b>BALANCE ON HAND AS OF JUNE 30, 2023 (RESERVED FOR POWELL BILL)</b>	<b>\$136,498.33</b>

### Make Note:

The Balance On Hand is what will carry over to the next year. This amount cannot exceed allowed sum of Powell Bill allocations.

## History Report

- Reports the municipality's allocations and expenses with a running balance
- “Excess Status” – If the Balance On Hand is greater than the allowed amount
- Report is sent twice a year – Mid October and Mid February (only known at risk municipalities)
- Also Provided Upon Request

## History Report


Municipality: TOWN OF _____			Grantee ID: 1000000000					Status: <b>Excess</b>	
Program	Powell Bill Allocation		Yearly Total	Expenditure	Adjustments	Other	Interest	Closing	Agreement
Year	October	January	Appropriation	Amount	Imposed	Receipts	Amount	Amount	
2010	\$ 32,169.48		\$ 32,169.48	\$ 1,788.93	\$ -	\$ -	\$ 217.64	\$ 190,917.53	
2011	\$ 21,068.44	\$ 21,068.47	\$ 42,136.91	\$ 35,177.91	\$ -	\$ -	\$ 124.23	\$ 198,000.86	
2012	\$ 21,765.45	\$ 21,765.45	\$ 43,530.90	\$ 1,597.23	\$ -	\$ -	\$ 100.31	\$ 240,034.84	2000000012
2013	\$ 22,344.36	\$ 22,344.35	\$ 44,688.71	\$ 88,034.90	\$ -	\$ -	\$ 24.63	\$ 196,718.28	2000000013
2014	\$ 23,071.61	\$ 23,071.60	\$ 46,143.21	\$ 50,360.00	\$ -	\$ -	\$ 35.60	\$ 192,532.09	2000000014
2015	\$ 23,036.11	\$ 23,036.09	\$ 46,072.20	\$ 4,804.50	\$ -	\$ -	\$ 423.10	\$ 234,222.89	2000000015
2016	\$ 23,456.60	\$ 23,456.59	\$ 46,913.19	\$ 6,572.00	\$ -	\$ -	\$ 822.55	\$ 275,386.63	2000000016
2017	\$ 23,734.12	\$ 23,734.12	\$ 47,468.24	\$ 957.70	\$ (250.36)	\$ -	\$ 2,791.66	\$ 324,438.47	2000000017
2018	\$ 23,617.73	\$ 23,617.73	\$ 47,235.46	\$ 1,365.00	\$ -	\$ -	\$ 7,237.71	\$ 377,546.64	2000000018
2019	\$ 23,911.64	\$ 23,911.62	\$ 47,823.26	\$ 1,775.00	\$ -	\$ -	\$ 6,142.92	\$ 429,737.82	2000000019
2020	\$ 23,662.42	\$ 23,662.42	\$ 47,324.84	\$ 46,995.50	\$ -	\$ -	\$ 68.78	\$ 430,135.94	2000000020
2021	\$ 23,831.87	\$ 33,549.11	\$ 57,380.98	\$ 12,391.36	\$ -	\$ -	\$ 578.26	\$ 475,703.82	2000000021
2022	\$ 28,784.20	\$ 28,784.19	\$ 57,568.39	\$ 16,475.59	\$ -	\$ -	\$ -	\$ 516,796.62	2000000022
Total of last twenty (20) allocations:			\$ 488,618.48	Excess Accumulation: \$ 28,178.14					

### Example:

The municipality can accumulate the sum of 20 allocations

They are in "Excess" by this amount

## Excess Accumulation

  
STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

February 1, 2023

Mayor \_\_\_\_\_  
Town of \_\_\_\_\_  
\_\_\_\_\_, NC \_\_\_\_\_

According to the current data reflected in the Powell Bill Reporting System (PBRs), the current balance exceeds the sum of the allowed number of allocations by an **estimated \$4,856.42**.

North Carolina law prohibits the accumulation of funds in an amount greater than the sum of the past 10 allocations. The law also provides for the Department to adopt a policy to allow small municipalities to apply for an exception so they may accumulate up to the sum of the past 20 allocations. When there is an excess accumulation, the excess amount **must be deducted from the next allocation**.

Per the Department's policy, a municipality may qualify for this exception by having a population of less than 5,000. Based on the current population estimate, your municipality meets this requirement. If you would like to be granted this exception, you can **email a written request** to [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov) by **April 30th**.

This is a reminder that your municipality has until June 30, 2023 to spend any excess funds, plus any Powell Bill account **interest** earned during FY 2022-23. Any expenditures reported on the Powell Bill Expenditure Report, **due August 1<sup>st</sup>**, will be subtracted from the current ending balance. It is your municipality's responsibility to keep aware of the Powell Bill balance.

If you need assistance with planning a project on which to spend the excess funds, you may want to reach out to your Division Engineer Win Bridgers, PE at (252) 482-1850. If you have any questions or need further information, please email the Powell Bill Team at [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov). You can access more Powell Bill information on our webpage.

- Municipalities at risk of being in “Excess Status” are notified in February.
- Options:
  - Spend the excess amount before June 30<sup>th</sup>
  - If eligible, you can request to move to twenty (20) allocations  
→ **Deadline for request is April 30<sup>th</sup>**

**MUNICIPALITY WILL  
BE PENALIZED BY  
EXCESS AMOUNT**

## Excess Accumulation

- § 136-41.3(c) – “...any municipality having accumulated an amount greater than **the sum of the past 10 allocations** made, shall have an amount equal to **such excess deducted from the next allocation** [...] **the Department shall adopt a policy to allow small municipalities** to apply to the Department to **be allowed to accumulate** up to the sum of the past **20 allocations**...”
- In accordance with the above statute, NCDOT policy states that a participant may qualify to accumulate up to the sum of the past 20 allocations **if the population is less than 5,000 people.**
- To be granted this extension, a **written request must be submitted by April 30<sup>th</sup> each year.**

## Powell Bill Adjustments

- Mileage Errors
  - Formula Calculation for Amount
- Excess Accumulation of Funds – § 136-41.3(c)
  - Deducted from Future Allocation(s)
- Outstanding Municipal Agreements – § 136-41.3(e)
  - Outstanding Balance is deducted from Next Allocation(s)



# How does NCDOT use your Expenditure Report?

Expense Type	Bikeways	Bridge Construction and Repair	Curb & Gutter	Debt Service Payment	Drainage & Storm Sewer	Engineering	Greenways	Maintenance	Maintenance as part of Paving Project	New Construction	New Equipment	Paving & Resurfacing	Right of Way	Sidewalks	Snow & Ice Removal	TIP (Transportation Improvement Project)	Traffic Control	Overall Result
Grantee	All participating Municipalities have submitted the Powell Bill Expenditure Report statutorily due on August 1, 2022 (see the Note below).																	
CITY OF ALBEMARLE						3,937.52		324,676.07			9,593.22						1,533.95	\$ 339,740.76
CITY OF ARCHDALE								764.07			8,896.00	351,315.34			10,081.33			\$ 371,056.74
CITY OF ASHEBORO			25,591.70		114,106.57			546,609.17			100,785.32	123,157.52		10,612.22	29,523.01			\$ 950,385.51
CITY OF ASHEVILLE				1,498,502.63				474,780.58						54,343.93	703,546.83			\$ 2,731,173.97
CITY OF BELMONT								122,122.38						22,240.00				\$ 144,362.38
CITY OF BESSEMER CITY				100,813.66	2,319.83	11,100.00		7,416.76				13,125.00			10,707.49		4,611.02	\$ 150,093.76
CITY OF BOILING SPRING LAKES				23,079.09		42,602.90		12,231.73				452,006.10	66,875.17					\$ 596,794.99
CITY OF BREVARD			1,957.37		13,217.06	30,300.00		8,475.95				186,554.00		7,119.89				\$ 247,624.27
CITY OF BURLINGTON			19,290.68		37,412.31	152,379.66		455,999.61			9,576.31	845,150.77		114,831.67	45,731.80			\$ 1,680,372.81
CITY OF CHARLOTTE				4,203,351.40	1,137,273.00			1,212,386.04	1,350,025.96			7,596,123.97			111,457.33		744,286.00	\$ 16,354,903.70
CITY OF CLAREMONT						388.00						62,500.00						\$ 62,888.00
CITY OF CLINTON					215,459.00			23,965.48				3,693.31		9,401.00				\$ 252,518.79
CITY OF CONCORD			17,526.10			14,101.74		1,974,424.74			216,380.77	2,039,034.77		40,894.24	17,295.48			\$ 4,319,657.84
CITY OF CONOVER								67,113.03				201,200.00					1,058.53	\$ 269,371.56
CITY OF CREEDMOOR								31,225.48				3,221.74						\$ 34,447.22
CITY OF DREXEL				30,046.48		2,033.53		3,997.95										\$ 36,077.96
CITY OF DUNN												335,827.45						\$ 335,827.45
CITY OF DURHAM									76,000.00	391,406.86				1,217,152.18				\$ 7,576,631.93
CITY OF EDEN												442,220.59						\$ 442,220.59
CITY OF ELIZABETH CITY						12,000.00		215,749.21				663,885.51			3,254.40			\$ 894,889.12
CITY OF FAYETTEVILLE		265,487.50		191,180.95		14,660.00	3,010.33	75,259.39				4,182,370.82		862,634.69			17,614.25	\$ 5,612,217.93
CITY OF GASTONIA						4,957.50		514,179.43				1,598,198.99			45,684.61			\$ 2,163,020.53
CITY OF GOLDSBORO												1,024,644.27						\$ 1,024,644.27
CITY OF GRAHAM					52,651.12				189,121.07		225,430.76			17,749.50				\$ 484,952.45
CITY OF GREENSBORO		183,367.76						4,940,908.32				850.00		624,859.90	705,091.68			\$ 6,455,077.66
CITY OF GREENVILLE												1,606,564.46						\$ 1,606,564.46
CITY OF HAMLET			9,875.00			820.00		201,865.52						4,400.00				\$ 216,960.52
CITY OF HAVELOCK				22,806.00	60,902.20	1,547.50		200,983.92				47,050.00						\$ 333,289.62
CITY OF HENDERSON								309,091.52						14,903.50				\$ 323,995.02
CITY OF HENDERSONVILLE			13,568.00					98,912.79			9,012.50	305,542.06					40,824.16	\$ 467,859.51
CITY OF HICKORY			46,947.19		144,389.63			333,118.48		73,008.77		409,415.34	101,449.72	165,730.60	53,983.21		80,682.66	\$ 1,408,725.60
CITY OF HIGH POINT												3,227,095.75		43,050.50				\$ 3,270,146.25
CITY OF HIGH SHOALS								6,653.97			13,564.04							\$ 20,218.01
CITY OF JACKSONVILLE			41,650.01	97,332.88	33,274.37	2,000.00		528,164.69			12,837.46	893,101.84		659.37			15,909.28	\$ 1,624,929.90
CITY OF KANNAPOLIS								645,286.48			2,441.73	812,163.17					3,756.71	\$ 1,463,648.09
CITY OF KING				108,649.23				91,960.48										\$ 200,609.71
CITY OF KINGS MOUNTAIN		584.33						60,362.02				234,701.00					5,314.00	\$ 300,961.35
CITY OF KINSTON					10,140.40	2,275.04		386,442.29			6,458.94	191,414.48		14,283.36			21,053.74	\$ 632,068.25
CITY OF LAURINBURG					74,981.12			259,287.18					29,221.60	4,594.49			8,683.79	\$ 376,768.18
CITY OF LENOIR			1,911.11		112,761.14			228,629.40				226,280.41			46,661.92			\$ 616,243.98
CITY OF LEXINGTON			35,581.46					47,804.16				817,341.92		33,804.81			18,395.89	\$ 952,928.24
CITY OF LINCOLNTON		28,449.93	2,200.00	39,582.92	38,075.06			37,049.44	151,972.09								14,239.41	\$ 311,568.85
CITY OF LOCUST						1,370.88		70,292.77				135,782.50						\$ 207,446.15
CITY OF LOWELL						936.25		2,652.50				161,175.00		9,072.00	555.10		3,313.15	\$ 177,704.00
CITY OF LUMBERTON								738,376.47										\$ 738,376.47

Example: Legislative Expense Report

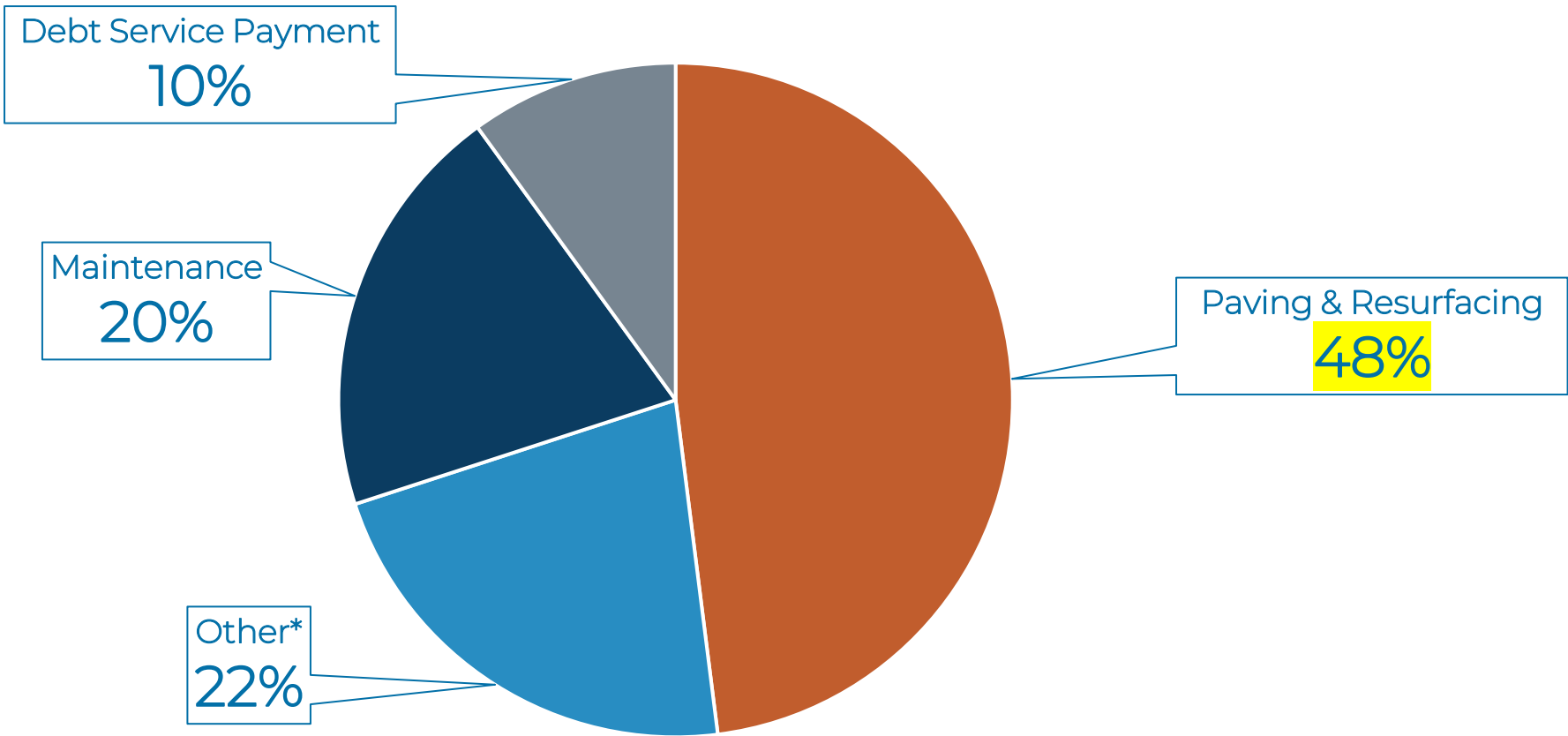
## Powell Bill Expenditures for FY 2021-2022

Expense Type	Sum of Amount	Sum of Percentage
Paving & Resurfacing	\$ 70,299,139.58	48.22%
Maintenance	\$ 28,894,420.85	19.82%
Debt Service Payment	\$ 14,487,239.75	9.94%
Sidewalks	\$ 9,162,405.94	6.28%
Maintenance as part of Paving Project	\$ 4,322,891.28	2.97%
Drainage & Storm Sewer	\$ 4,049,939.67	2.78%
Snow & Ice Removal	\$ 3,121,919.64	2.14%
Traffic Control	\$ 2,561,992.03	1.76%
Engineering	\$ 2,519,385.95	1.73%
New Equipment	\$ 2,508,609.59	1.72%
Curb & Gutter	\$ 1,043,683.57	0.72%
Bridge Construction and Repair	\$ 900,756.12	0.62%
New Construction	\$ 749,072.68	0.51%
Right of Way	\$ 478,446.92	0.33%
Greenways	\$ 373,306.66	0.26%
Bikeways	\$ 194,985.79	0.13%
TIP (Transportation Improvement Project)	\$ 116,329.61	0.08%
<b>Grand Total</b>	<b>\$ 145,784,525.63</b>	<b>100.00%</b>

Powell Bill Expenditures July 1, 2021 – June 30, 2022



# Powell Bill Expenditures for FY 2021-2022



- \*Other

  - Bridge Construction and Repair
  - Curb & Gutter
  - Drainage & Storm Sewer
  - Engineering
- Greenways
  - Maintenance as part of Paving Project
  - New Construction
  - New Equipment
- Sidewalks
  - Snow & Ice Removal
  - TIP (Transportation Improvement Project)
  - Traffic Control

The background features a light purple gradient. A large, semi-transparent magnifying glass with a yellow handle is positioned in the center. Numerous question marks of various sizes and colors (white, light blue, and yellow) are scattered throughout the background, some appearing to be inside the magnifying glass's field of view.

# Any Questions? Expenditure Report

# Fiscal Data Report

---

## Fiscal Data Report

### Purpose:

Report ALL money received and spent for street purposes for the previous fiscal year

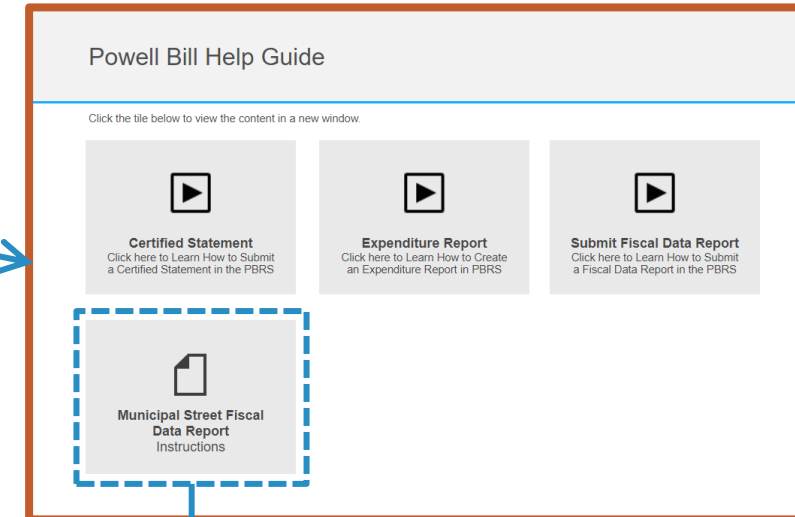
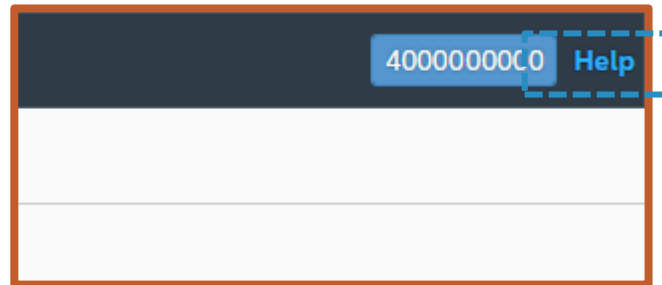
### How to:

- Access
- Complete
- Submit

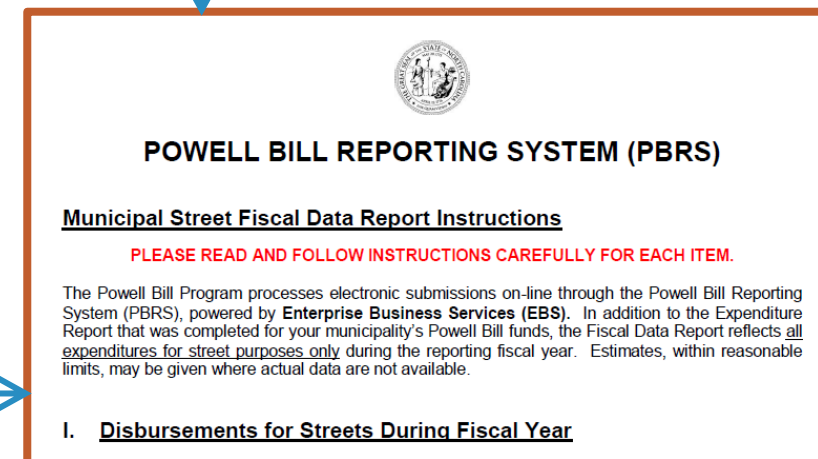
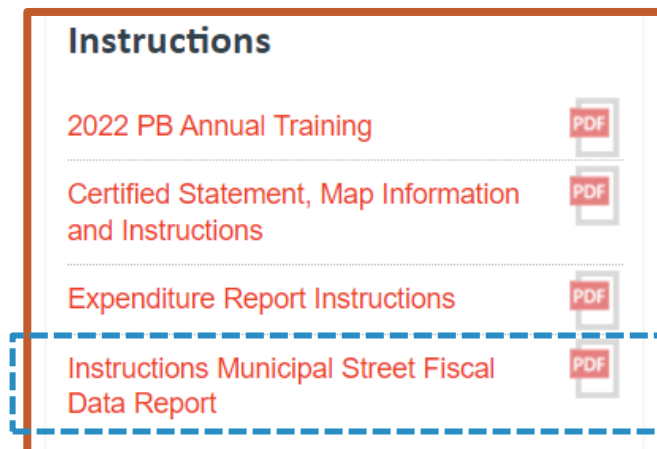
Due by December 1<sup>st</sup>

# Instructions for Fiscal Data Report

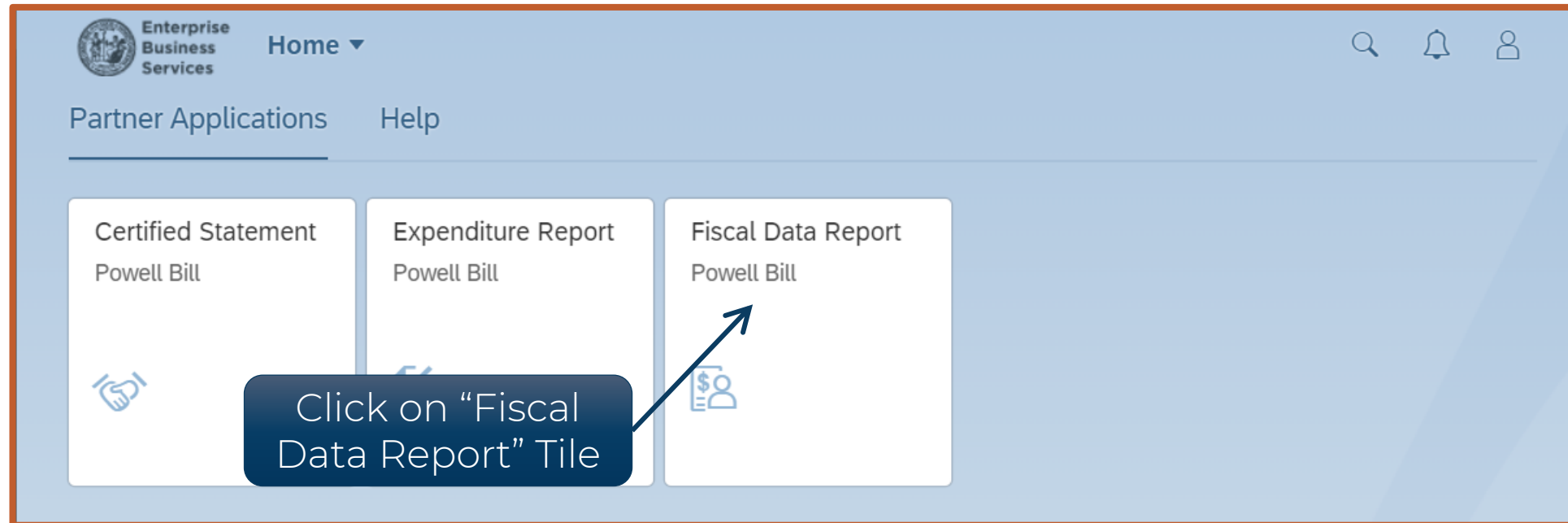
- In the Fiscal Data Report:



- Powell Bill Website:  
<https://connect.ncdot.gov/municipalities/State-Street-Aid/>



## Access Fiscal Data Report



After logging in, click on the “Fiscal Data Report” tile to see the Fiscal Data Report

# Access Fiscal Data Report

Current Fiscal Data Reports

Agreement ID	Grantee Name	Program Name	Fiscal Data Report	Status
<a href="#">2000000000</a>	TOWN OF _____	POWELLBILL_2022	4000000000	Create New

Create New Status

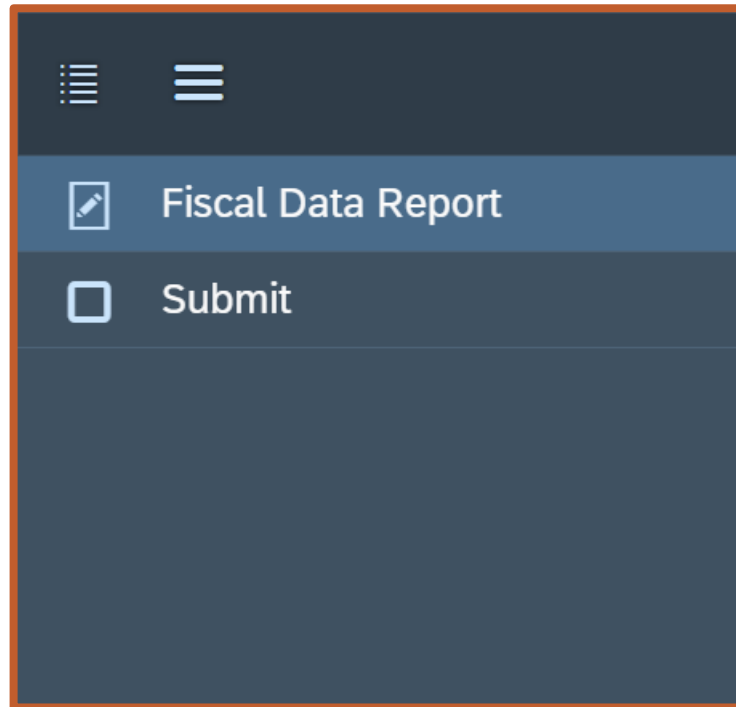
Past Fiscal Data Reports

Agreement ID	Grantee Name	Program Name	Fiscal Data Report	Status
<a href="#">2000000007</a>	TOWN OF _____	POWELLBILL_2021	4000000007	L2-Approved-Auto >
<a href="#">2000000006</a>	TOWN OF _____	POWELLBILL_2020	4000000006	L2-Approved-Auto >

Select the current year's agreement

Select the agreement under “Current Fiscal Data Reports”  
to create a new Expenditure Report

## Fiscal Data Report



- Two Screens:
  - Fiscal Data Report
  - Submit



# Creating Fiscal Data Report

**Fiscal Data Report Information**

Agreement No: 2000000000  
Town Code: 00000

Disbursements for Streets during Fiscal Year (Line 01 - 14)

Description	Total Amount	Status
01 - Under Powell Bill Municipal Agreement; From Local Funds; or Due Because of Penalties/Restitution.	0.00 USD	Complete

Add Disbursement

No Disbursement are currently available

Disbursements for Streets during Fiscal Year : Remaining balances (Lines 16 - 17)

Description	Total Amount	Status
16 - Capital and Operating Funds: Balance on Hand as of June 30, 2023	0.00 USD	Incomplete
17 - Debt Funds Balance FY ending - June 30, 2023	0.00 USD	Incomplete

Add Remaining Balance

Receipts for Streets during Fiscal Year (Lines 19 - 32)

Description	Total Amount	Status
30 - Powell Bill Funds Received /Allowed: October 1, 2022 & January 1, 2023	152,528.00 USD	Complete

Back Save Next

1st: FDR Information – Enter the information for the report

## Creating Fiscal Data Report

Disbursements for Streets during Fiscal Year (Line 01 - 14)

Description	Total Amount	Status
01 - Under Powell Bill Municipal Agreement; From Local Funds; or Due Because of Penalties/Restitution.	0.00 USD	Complete

Verify populated amounts:

01: Adjustment Imposed – *Cannot Change*

Receipts for Streets during Fiscal Year (Lines 19 - 32)

Description	Total Amount	Status
30 - Powell Bill Funds Received /Allowed: October 1, 2022 & January 1, 2023	152,528.00 USD	Complete

Add Receipt

No Receipts are currently available

Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36)

Add Beginning Balance

Description	Total Amount	Status
35 - Capital and Operating Funds: Beginning Balance on Hand July 1, 2022	0.00 USD	Incomplete
36 - Debt Fund: Balance - Fiscal YR Beginning July 1, 2022	0.00 USD	Incomplete

30: Powell Bill Funds Received – *Cannot Change*

35: Beginning Balance as of July 1, 2022  
*At least the same as Powell Bill amount –  
Change If Needed*

Find Errors? Contact the Powell Bill Team

## Creating Fiscal Data Report – Add Disbursements

Disbursements for Streets during Fiscal Year (Line 01 - 14)

Description	Total Amount	Status
01 - Under Powell Bill Municipal Agreement; From Local Funds; or Due Because of Penalties/Restitution.	0.00 USD	✓ Complete >

Click on “Add Disbursement” to enter expenditures

Add Disbursement

Description	Total Amount	Status
No Disbursement are currently available		

Enter ALL expenditures for streets in the last fiscal year (not just Powell Bill funds)

\* Do **not** report expenditures for which the municipality is reimbursed by the NC Department of Transportation

## Creating Fiscal Data Report – Add Disbursements

Disbursement Details

\*Choose the Disbursement:

\*Amount:

Select Disbursement Type

- 02 - Capital Outlay: Right of Way (Purchase of Land, Legal Fees, Right-of-Way Admin)
- 03 - Capital Outlay: Engineering (Pre-construction and field engineering, surveys)
- 04 - Capital Outlay: Construction (Grading, Resurfacing, curb & gutter, sidewalks)
- 05 - Maintenance (Includes equipment, administrative cost)
- 06 - Snow and Ice Removal (Including Sanding, Salting, and Purchase of Special Equipment)
- 07 - Traffic Control Operations
- 08 - Other: Please Specify
- 09 - General Administration & Maintenance (Highway, Planning, Traffic Studies, Research Activities)
- 10 - Traffic Police Salaries & Motor Vehicles - (NOT DOMESTIC)
- 11 - Debt Service: Bonds Interest
- 12 - Debt Service: Bonds Redemption
- 13 - Debt Service: Notes Interest
- 14 - Debt Service: Notes Redemption

Only use a Disbursement Type ONCE

## Creating Fiscal Data Report – Add Disbursements

Disbursement Details

\*Choose the Disbursement: 02 - Capital Outlay: Right of Way (Purchase of Land, Legal Fees, Right-... ▼

\*Amount: 300.45

Enter the Amount

Note: The System will round the amount to the nearest dollar when saved.

\*Choose the Disbursement: 02 - Capital Outlay: Right of Way (Purchase of Land, Legal Fees, Right-... ▼

\*Amount: 300.00

Disbursement Information saved Successfully

Save entry and watch for confirmation message

Back Save Cancel

## Creating Fiscal Data Report – Add Disbursements

Disbursement Details

\*Choose the Disbursement: 08 - Other: Please Specify

\*Amount: 2,000.63

\*Please specify Other:

Select Other Option

- Highway Beautification
- Mowing
- Litter Removal
- Highway Air Quality Monitoring
- Audit Adjustments

If “08 – Other” is chosen, select an option on 2<sup>nd</sup> drop-down list





## Creating Fiscal Data Report – Add Disbursements

Disbursements for Streets during Fiscal Year (Line 01 - 14)

Description	Total Amount	Status	
01 - Under Powell Bill Municipal Agreement; From Local Funds; or Due Because of Penalties/Restitution.	0.00 USD	✓ Complete	>

To Delete Entry

Add Disbursement

Description	Total Amount	Status	
02 - Capital Outlay: Right of Way (Purchase of Land, Legal Fees, Right-of-Way Admin)	300.00 USD	✓ Complete	 >
03 - Capital Outlay: Engineering (Pre-construction and field engineering, surveys)	205.00 USD	✓ Complete	 >
04 - Capital Outlay: Construction (Grading, Resurfacing, curb & gutter, sidewalks)	16,806.00 USD	✓ Complete	 >
08 - Other: Please Specify			
Other (Please Specify) : Mowing	2,001.00 USD	✓ Complete	 >

Review Entries – Add and Delete as needed

## Creating Fiscal Data Report – Remaining Balance

### 16: Funds Remaining at the end of the Fiscal Year

Disbursements for Streets during Fiscal Year : Remaining balances (Lines 16 - 17)

Add Remaining Balance

Description	Total Amount	Status
16 - Capital and Operating Funds: Balance on Hand as of June 30, 2023	0.00 USD	Incomplete
17 - Debt Funds Balance FY ending - June 30, 2023	0.00 USD	Incomplete

Disbursement Details

\*Choose the Disbursement: 16 - Capital and Operating Funds: Balance on Hand as of June 30, 2023

\*Amount: 136,498.33

Back Save Cancel



Amount **cannot** be less than the amount reported on Powell Bill Expenditure Report



## Creating Fiscal Data Report – Remaining Balance

17: Funds Remaining from **Bond Issue** at the end of the Fiscal Year

Most won't use this line.

Disbursements for Streets during Fiscal Year : Remaining balances (Lines 16 - 17)					<a href="#">Add Remaining Balance</a>	
Description	Total Amount		Status			
16 - Capital and Operating Funds: Balance on Hand as of June 30, 2023	136,498.00	USD	✓ Complete		>	
17 - Debt Funds Balance FY ending - June 30, 2023	0.00	USD	✗ Incomplete		>	

Delete lines that are a zero balance or not applicable

## Creating Fiscal Data Report – Beginning Balance

Confirm Beginning Balance **before** entering Revenues – Confirm or Increase the amount provided

35: Funds Available at the Beginning of the Fiscal Year

Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36) Add Beginning Balance

Description	Total Amount	Status
35 - Capital and Operating Funds: Beginning Balance on Hand July 1, 2022	0.00 USD	Incomplete
36 - Debt Fund: Balance - Fiscal YR Beginning July 1, 2022	0.00 USD	Incomplete

- Click on the Field
- Change Amount if needed

Receipt Details

\*Choose the Receipt: 35 - Capital and Operating Funds: Beginning Balance on Hand July 1, ...

\*Amount: 2,567.00

Click "Save"



Back Save Cancel

**\*\* Amount cannot be less than the Powell Bill Expenditure Report \*\***

## Creating Fiscal Data Report – Beginning Balance

36: Previous Fiscal Year's ending **Debt Fund**

Most won't use this line.

Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36)					<a href="#">Add Beginning Balance</a>	
Description	Total Amount		Status			
35 - Capital and Operating Funds: Beginning Balance on Hand July 1, 2022	2,567.00	USD	✓ Complete		>	
36 - Debt Fund: Balance - Fiscal YR Beginning July 1, 2022	0.00	USD	✗ Incomplete		>	

Delete lines that are a zero balance or not applicable

# Creating Fiscal Data Report – Add Receipts

Receipts for Streets during Fiscal Year (Lines 19 - 32)

Description	Total Amount	Status
30 - Powell Bill Funds Received /Allowed: October 1, 2022 & January 1, 2023	152,528.00 USD	✓ Complete >

Click on “Add Receipt” to enter funds received

Add Receipt

Description	Total Amount	Status
No Receipts are currently available		

Enter ALL funds received for streets in the last fiscal year (not just Powell Bill funds)

## Creating Fiscal Data Report – Add Receipts

Receipt Details

\*Choose the Receipt:

\*Amount:

Select Receipt Type

- 19 - General Fund
- 20 - Motor Vehicle License Fees (City tags or stickers)
- 21 - Other Local Sources: Real Property Taxes & Special Assessments
- 22 - Other Local Sources: Sales Taxes
- 23 - Other Local Sources: Other (Please Specify)
- 24 - Miscellaneous Local Receipts: Interest on Investments
- 25 - Miscellaneous Local Receipts: Traffic Fines/Penalties
- 26 - Miscellaneous Local Receipts: Other (Please Specify)
- 27 - Proceeds of Sale of Bonds
- 28 - Proceeds of Sale of Notes
- 29 - Private Contributions
- 31 - Other State Funds Received
- 32 - Federal Highway Administration (i.e. Federal Bridge Replacement, Section 104 Planning)
- 33 - Other: Please Specify

Only use a Receipt Type ONCE

## Creating Fiscal Data Report – Add Receipts

Receipt Details

\*Choose the Receipt: 23 - Other Local Sources: Other (Please Specify) ▼

\*Amount: 0.00

\*Please specify Other: ▼

Select Other Option

- Personal Vehicle Property Taxes
- Impact Fees
- Audit Adjustments
- Municipal Ordinance Fees
- Other Local Taxes or Fees

If “23 – Other” is chosen, select an option on 2<sup>nd</sup> drop-down list

# Creating Fiscal Data Report – Add Receipts

Receipts for Streets during Fiscal Year (Lines 19 - 32)

Description	Total Amount	Status
30 - Powell Bill Funds Received /Allowed: October 1, 2022 & January 1, 2023	152,528.00 USD	✓ Complete

To Delete Entry

Add Receipt

Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36)

Add Beginning Balance

Description	Total Amount	Status
35 - Capital and Operating Funds: Beginning Balance on Hand July 1, 2022	2,567.00 USD	✓ Complete

Review Entries – Add and Delete as needed

# Creating Fiscal Data Report – Add Debt Service

Debt Service Bonds - (Lines 38 - 41)  
(Reserved for Municipal Bonds ONLY - NOT Installment Purchase Contracts)

Description	Total Amount	Status
No Bonds are currently available		
Amount Outstanding Bonds		

Add Bond

Debt Service Notes - (Lines 42 - 45)  
(Reserved for Municipal Notes ONLY - NOT Installment Purchase Contracts)

Description	Total Amount	Status
No Notes are currently available		
Amount Outstanding Notes	0.00 USD	

Add Note

Click on “Add Bond” or “Add Note”  
to account for Debt Services

Enter funds from Municipal Bonds & Notes for street purposes



## Creating Fiscal Data Report – Add Debt Service

Bond Details

\*Choose the Bond:

\*Amount:

Select a Bond Detail

- 38 - Amount Outstanding Beginning: July 1 2020
- 39 - Issued During Fiscal Year
- 40 - Redemptions During Fiscal Year
- 41 - Amount Outstanding June 30, 2021

Note Details

\*Choose the Note:

\*Amount:

Select a Note Detail

- 42 - Amount Outstanding Beginning: July 1, 2020
- 43 - Issued During Fiscal Year
- 44 - Redemptions During Fiscal Year
- 45 - Amount Outstanding June 30, 2021

## Creating Fiscal Data Report – Review Summary Amounts

Summary	
Total Disbursements (Sum of codes 01-14):	19,313.00
Total Funds Accounted For (Total Disbursements plus Balance FY(s) ending June 30, 2023 ) (Sum of codes 15, 16, 17):	155,811.00
Total Receipts (Sum of codes 19-33):	153,245.00
Total Funds Available (Total Receipts plus Balance Fiscal YR) (Sum of codes 34, 35, 36):	155,812.00

Amounts must match

- If “Total Funds Accounted For” and “Total Funds Available” don’t match:
  - Review entries and make changes
  - If it’s a rounding issue (~\$1 difference) → Enter an Audit Adjustment

## Creating Fiscal Data Report – Account for Rounding

Disbursement Details

\*Choose the Disbursement: 08 - Other: Please Specify

\*Amount: 0.00

\*Please specify Other:

- Highway Beautification
- Mowing
- Litter Removal
- Highway Air Quality Monitoring
- Audit Adjustments

- Use either option to enter an Audit Adjustment
- Enter positive or negative amount

Receipt Details

\*Choose the Receipt: 23 - Other Local Sources: Other (Please Specify)

\*Amount: 0.00

\*Please specify Other:

- Personal Vehicle Property Taxes
- Impact Fees
- Audit Adjustments
- Municipal Ordinance Fees
- Other Local Taxes or Fees

This is the only field where a negative number can be entered.

# Creating Fiscal Data Report – Account for Rounding

Receipts for Streets during Fiscal Year (Lines 19 - 32)

Description	Total Amount	Status
30 - Powell Bill Funds Received /Allowed: October 1, 2023 & January 1, 2024	152,528.00 USD	Complete

Add Receipt

Description	Total Amount	Status
23 - Other Local Sources: Other (Please Specify)	-1.00 USD	Complete
Other (Please Specify) : Audit Adjustments		
24 - Miscellaneous Local Receipts: Interest on Investments	717.00 USD	Complete

Add Beginning Balance

Receipts for Street during Fiscal Year: Beginning Balances (Lines 35 - 36)

Description	Total Amount	Status
35 - Capital and Operating Funds: Beginning Balance on Hand July 1, 2023	2,567.00 USD	Complete

Summary

Total Disbursements (Sum of codes 01-14):	19,313.00
Total Funds Accounted For (Total Disbursements plus Balance FY(s) ending June 30, 2023 ) (Sum of codes 15, 16, 17):	155,811.00
Total Receipts (Sum of codes 19-33):	153,244.00
Total Funds Available (Total Receipts plus Balance Fiscal YR (Sum of codes 34, 35, 36):	155,811.00

## Fiscal Data Report – Submitting

The screenshot shows a web application interface for submitting a Fiscal Data Report. On the left is a dark sidebar with a menu containing 'Fiscal Data Report' (checked) and 'Submit'. The main content area has a top header with a user ID '4000000000' and a 'Help' link. Below this is a section titled 'Authorizing Information' with two input fields: 'Authorizing Name:' and 'Authorizing Title:'. A 'Submit' button is located below these fields. Further down, a message states 'Click the button below to generate the Fiscal Data Report.' followed by a green 'Generate Fiscal Data Report' button. At the bottom right of the main area are four buttons: 'Back', 'Save', 'Submit', and 'Next'.

2<sup>nd</sup>: Submit – Authorize the Report & Submit

# Fiscal Data Report – Submitting

Authorizing Information

Authorizing Name: Jane Powell

Authorizing Title: Financial Director

Submit

Click the button below to generate the Fiscal Data Report.

Generate Fiscal Data Report

- Enter Name and Job Title
- Click “Save”

Back

Save

Submit

Next

Warning

Authorizing Information saved Successfully.  
But it has not been submitted into the workflow yet.

OK

Click “OK”

# Fiscal Data Report – Submitting – Generate Form

Submit

Click the button below to generate the Fiscal Data Report.

Generate Fiscal Data Report

1) Click “Generate Fiscal Data Report”

Form Is For Your  
Records ONLY

Fiscal Data Report(4000032739)

1 / 1

101%

Download

Print

More

Total Receipts (Sum of codes 19-33)	34	\$153,244		
Capital and Operating Funds: Beginning Balance on Hand July 1, 2023	35	\$2,567		
Debt Fund: Balance - Fiscal		\$0		
Total Funds Available (Total R		\$155,811		
<b>III. DEBT SERVICE (Reserved for Municipal Purchase Contracts)</b>				
Amount Outstanding Beginning: July 1 2023	38	\$0	42	\$0
Issued During Fiscal Year	39	\$0	43	\$0
Redemptions During Fiscal Year	40	\$0	44	\$0
Amount Outstanding June 30, 2024	41	\$0	45	\$0

Name : Jane Powell

Title : Financial Director

Date : 06/08/23

DownloadCloseNext

2) Click “Download” to save  
the form to your computer

# Fiscal Data Report – Submitting

Fiscal Data Report

Submit

4000000000

Help

Authorizing Information

Authorizing Name: Jane Powell

Authorizing Title: Financial Director

Submit

Click the button below to generate the Fiscal Data Report.

Generate Fiscal Data Report

Click "Submit"

Back

Save

Submit

Next



# Fiscal Data Report – Submitting

Fiscal Data Report

Submit

4000000000

Help

Authorizing Information

Authorizing Name: Jane Powell

Authorizing Title: Financial Director

Submit

Click the button below to generate the Fiscal Data Report.

Generate Fiscal Data Report

Submit

Are you sure you want to submit?  
Once submitted successfully, You will not be able to edit Fiscal Data Report.

OK

Cancel

Click "OK"

Back

Save

Submit

Next

## Fiscal Data Report – Submitting

The screenshot shows a web application interface for submitting a Fiscal Data Report. On the left, a dark sidebar contains a menu with a hamburger icon circled in red and labeled "Click here to go to agreements page". Below the menu are two items: "Fiscal Data Report" with a checkmark icon and "Submit" with a square icon. The main content area is titled "Authorizing Information" and contains a form with the label "Authorizing Name:" and the text "Jane Powell". Below the form is a green button labeled "Generate Fiscal Data Report". At the bottom of the main area, a notification box with a dashed border contains the text "Fiscal Data Report submitted Successfully.", which is pointed to by an arrow from a dark blue box labeled "Watch for the notification". The top right of the interface shows a blue button with the number "4000000000" and a "Help" link. The bottom right corner has "Back" and "Next" buttons.

4000000000 Help

Authorizing Information

Authorizing Name: Jane Powell

Generate Fiscal Data Report

Click here to go to agreements page

Watch for the notification

Fiscal Data Report submitted Successfully.

Back Next

# Fiscal Data Report – Submitting

Current Fiscal Data Reports

Agreement ID	Grantee Name	Program Name	Fiscal Data Report	Status
2000000000	TOWN OF _____	POWELLBILL_2022	4000000000	Submitted >

Updated Status

Past Fiscal Data Reports

Agreement ID	Grantee Name	Program Name	Fiscal Data Report	Status
2000000007	TOWN OF	POWELLBILL_2021	4000000007	L2-Approved-Auto >
2000000006	TOWN OF	POWELLBILL_2020	4000000006	L2-Approved-Auto >

# Why does NCDOT need your Fiscal Data Report?

The public report burden for this information collection is estimated to average 380 hours annually. Form Approved OMB No. 2125-0032

LOCAL HIGHWAY FINANCE REPORT		STATE: NC	
This Information From The Records Of: Division of Planning & Programming, NC Department of Transportation		Prepared By: Dr. Majed Al-Ghandour, Ph.D., PE, CPM, MASCE, Director-Powell Bill	
I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE		YEAR ENDING (mm/yy): 06/22	
ITEM	A. Local Motor-Fuel Taxes	B. Local Motor-Vehicle Taxes	C. Receipts from State Highway-User Taxes
1. Total receipts available	---	38,328,395	154,920,405
2. Minus amount used for collection expenses			
3. Minus amount used for nonhighway purposes			
4. Minus amount used for mass transit			
5. Remainder used for highway purposes		38,328,395	154,920,405
26,962,567			
II. RECEIPTS FOR ROAD AND STREET PURPOSES		III. EXPENDITURES FOR ROAD AND STREET PURPOSES	
ITEM	AMOUNT	ITEM	AMOUNT
A. Receipts from local sources:		A. Local highway expenditures:	
1. Local highway-user taxes		1. Capital outlay (from page 2)	387,129,458
a. Motor Fuel (from Item I.A.5.)	---	2. Maintenance:	182,942,648
b. Motor Vehicle (from Item I.B.5.)	38,328,395	3. Road and street services:	
c. Total (a.+b.)	38,328,395	a. Traffic control operations	34,117,520
2. General fund appropriations	606,977,427	b. Snow and ice removal	3,136,369
3. Other local imposts (from page 2)	20,670,710	c. Other	10,679,270
4. Miscellaneous local receipts (from page 2)	59,188,281	d. Total (a. through c.)	47,933,159
5. Transfers from toll facilities	---	4. General administration & miscellaneous	83,006,247
6. Proceeds of sale of bonds and notes:		5. Highway law enforcement and safety	199,636,487
a. Bonds - Original Issues	192,408,947	6. Total (1 through 5)	900,647,999
b. Bonds - Refunding Issues	---	B. Debt service on local obligations:	
c. Notes	57,170,944	1. Bonds:	
d. Total (a. + b. + c.)	249,579,891	a. Interest	62,421,407
7. Total (1 through 6)	974,744,704	b. Redemption	227,966,593
B. Private Contributions	9,172,643	c. Total (a. + b.)	290,388,000
C. Receipts from State government (from page 2)	173,818,069	2. Notes:	
D. Receipts from Federal Government (from page 2)	38,241,566	a. Interest	5,154,946
E. Total receipts (A.7 + B + C + D)	1,195,976,982	b. Redemption	3,304,610
		c. Total (a. + b.)	8,459,556
		3. Total (1.c + 2.c)	298,847,556
		C. Payments to State for highways	142,887
		D. Payments to toll facilities	---
		E. Total expenditures (A.6 + B.3 + C + D)	1,199,638,442
IV. LOCAL HIGHWAY DEBT STATUS			
(Show all entries at par)			
	Opening Debt	Amount Issued	Redemptions
A. Bonds (Total)	1,094,575,329	184,062,851	197,898,048
1. Bonds (Refunding Portion)	---	---	---
B. Notes (Total)	8,532,837	53,995,791	1,347,751
			61,180,877
Notes and Comments:			
III.A.3.c - Other:			
Audit Adjustments	924,806		
Highway Beautification	3,650,012		
Litter Removal	2,303,196		
Mowing	3,801,256		
Hwy Air Quality Monitoring	-		

FORM FHWA-536 (Rev.06/2000) PREVIOUS EDITIONS OBSOLETE Excel (Next Page) page 1

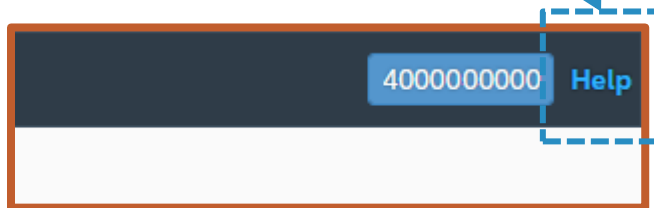
- The Powell Bill Unit is required to submit the Local Highway Finance Report (FHWA 536) to the US DOT Federal Highway Administration each year
- Information for the report comes from the Fiscal Data Reports
- It is important the Fiscal Data Report is submitted prior to December 1<sup>st</sup> each year so we have time to create and process the FHWA 536

# Any Questions?

## Fiscal Data Report

## Powell Bill Reporting System

- “How To Navigate” videos located on the website
- Link on our website
  - <https://connect.ncdot.gov/municipalities/State-Street-Aid/>
- Also, in the Powell Bill Reporting System within each report



# Contact Us

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## Powell Bill Staff:

Director – Project Management & Powell Bill: Dr. Majed Al-Ghandour, Ph.D., PE, CPM, M.ASCE

Powell Bill Unit: Molly Stevens

Administrative Specialist: Jennie Bunton

Email: [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov)

Phone: 919-707-4586

 <https://connect.ncdot.gov/municipalities/State-Street-Aid/>

## NCID Login/Password Assistance:

NCDIT Phone: 919-754-6000

FAQ: <https://it.nc.gov/support/ncid/ncid-password-help>

## Technical Support for Powell Bill Reporting System (PBRs)

DOT-IT SAP (EBS) Support: [EBSSupport@ncdot.gov](mailto:EBSSupport@ncdot.gov) – Include contact information (Phone #)

**Thank you!**

